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ABSTRACT

One of two supplements which accompany chapter 5 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630), this document contains specific information concerning the following components of the administrative services division: purchasing, property control, and operations and residential facilities services. Staffing charts and equipment lists are included for each component. In addition, the following materials related to the purchasing component are included: purchasing procedures, petty cash instructions and forms, purchase order instructions, and miscellaneous forms. The following materials related to the property control component are included: property control policies and procedures, report forms, property flow chart, and the purchase requisition register. The following materials related to the operations and residential facilites services component are included: facilities lease agreement, student housing forms, repair and maintenance forms, and the housing brochure. (BM)

****
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NATIONAL EDUCATION R&D MODEL

MOUNTAIN PLAINS

EDUCATION ECONOMIC DEVELOPMENT PROGRAM INC.

ED150359

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

APPENDIX

SUPPLEMENT NO. 2 TO VOLUME 5

OPERATIONAL SUPPORT:

ADMINISTRATIVE SERVICES DIVISION

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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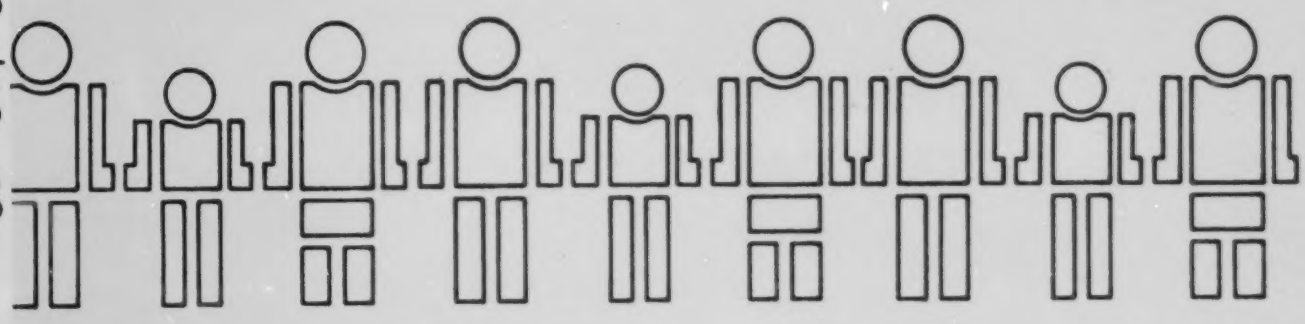

APPENDIX

This supplement is designed for use in conjunction with Volume V.

Supplement 2 To Volume V

OPERATIONAL SUPPORT: ADMINISTRATIVE SERVICES DIVISION

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MOUNTAIN-PLAINS DOCUMENTATION

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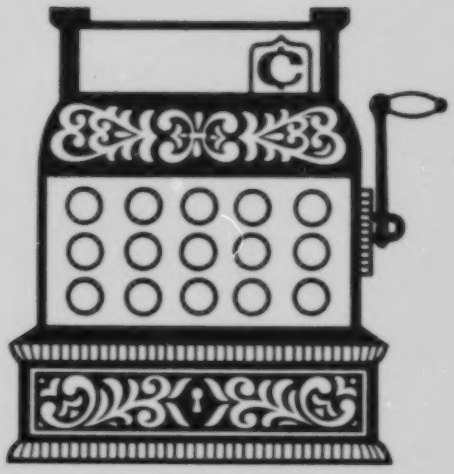
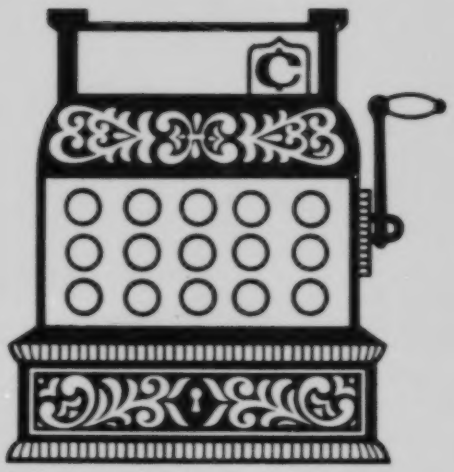
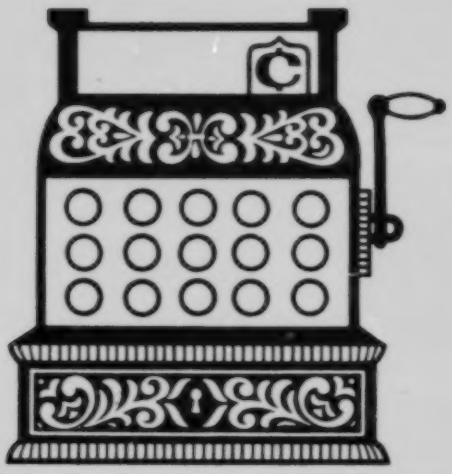


ADMINISTRATIVE SERVICES DIVISION:

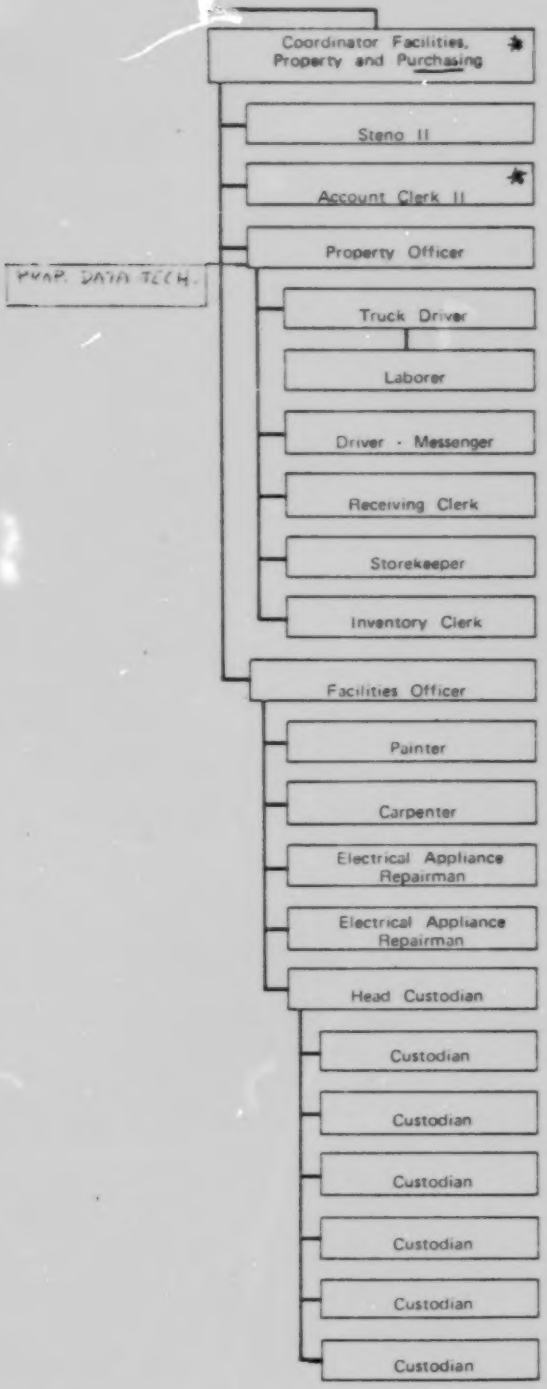


PURCHASING COMPONENT



PURCHASING COMPONENT STAFFING CHART

APPENDIX A 1



* indicates Purchasing Staff only.

PURCHASING
EQUIPMENT

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Executive Desk	1EA	117.00	117.00
2	Executive Chair	1EA	92.00	92.00
3	Steno Desk	1EA	79.00	79.00
4	Steno Chair	1EA	93.00	93.00
5	File Cabinet	5EA	95.00	475.00
6	Rollaway File	1EA	60.00	60.00
7	Calculator	1EA	199.50	199.50
8	Typewriter	1EA	440.00	440.00
9	Office Table	1EA	39.00	39.00
10	Bookcase	5EA	29.05	145.25
11	Fan	1EA	24.00	24.00
12	Banker Chair	2EA	150.00	300.00
13	Rolodex File	1EA	22.95	22.95
14	Stacking Chair	1EA	10.50	10.50
15	Adding Machine	1EA	383.00	383.00
16	Coatrack	1EA	13.70	13.70
				$ 2493.90

PURCHASING PROCEDURES

Subject: Purchase Requisitions and Procurement

Applicability: E 101 Effective Date: 11-15-73

1. A purchase requisition shall be intitiated by staff personnel for purchase of supplies, materials, and equipment. The purchase requisition shall include the following information:

   a. Originator's Control Number
   b. Requisition Date
   c. Date Required
   d. Suggested Source of Supply
   e. Using Activity (cost center account number, line/type expense number)
   f. Used for (e.g., office supplies, consultant services, etc.)
   g. Department
   h. Complete Description of Items Required (State "Or Equal" unless sole source or replacement item also includes Federal Stock No. if GSA Store Stock item. Supplies and equipment must be listed separately.)
   i. Estimated Total Cost
   j. Justification (Reason for requirement--requisitions without sufficient justification will be returned to the originator.)

2. The purchase requisition will be forwarded to the department head for approval. The department head will review and determine if items are required.

3. Upon approval and assigning number, the purchase requisition will be forwarded to the Property Controller. The Property Controller will check stores and excess property lists for availability. If available from same, items will be issued to requester. If not available, the Property Controller will assign a requisition number to the purchase requisition, detach a copy, then forward to the Procurement Officer.

4. The Procurement Officer will review the purchase requisition and verify the estimated price.

5. The purchase requisition will then be forwarded to the Accounting Office for appropriate action.

6. Upon receipt of the completed purchase requisition, the Procurement Officer will review items description and other information included.

7. The purchase requisition will then be logged in the Purchase Requisition Register.

8. If the items are available from GSA Store Stock, a Standard Form 344 multi-line requisition and a purchase requisition will be prepared. Only one (1) copy of the SF 344 will be forwarded to GSA (original).

9. Procurement

   a. Sole source and replacement items will be ordered from the suggested source.
   b. If the estimated amount exceeds $250.00 three (3) bids will be solicited for "Or Equal" supplies and services.
   c. The Procurement Officer will check GSA Contracts for availability before contacting commercial sources.
   d. Bidding procedures will be based on date required, unless items required have drawings, specifications or other information attached. Telephone solicitations will be used in the local area. Written requests for bids will be sent out of state if time permits.
   e. Upon receipt of at least three (3) bids (telephone or written), the Procurement Officer will review for best price, delivery and use of substitution if necessary. Requester will be notified if substitution is considered.
   f. A purchase order number will be assigned and a purchase order will be issued to the successful bidder.
   g. All necessary information will be logged in the Purchase Order Register.
   h. The purchase orders with a dollar value of less than $2,500.00 will be signed by the Procurement Officer.
   i. Purchase orders in excess of $2,500.00 will be approved by the Program Director.

10. Distribution of the purchase requisitions and SF 344 and purchase orders will be as follows:

	P.R.	SF 344	P.O.
Vendor	0	1	2
Accounting (Budget Analyst)	2	1	2
Property Controller (Receiving)	2	2	2
Purchasing	1	1	2
Originator	1		1

11. Consultant Services

   a. Besides following the usual steps in preparing a purchase requisition, a purchase requisition for consultant services must first be approved by the Executive Director.

b. In most cases, the source of supply or the individual will be determined by the originator of the purchase requisition. A purchase order shall be issued prior to commencement of services.

Subject: Requisitioning and Receiving Property for Approval and/or Purchase After Approval

Applicability: Policy E 102 Effective Date: 11-15-73

1. No property should be requested of a vendor other than through normal channels, (purchase requisition).

2. The purchase requisition originator should annotate the requisition to indicate items desired for "Approval Only".

3. Items which are to be classified "Approval Only" should not be listed on a requisition with items to be purchased.

4. Requisitions for property to be sent on "Approval Only" basis will be annotated as such on the approval order form.

5. Upon receipt of "Approval Only" property, the receiving section of Property Control will process the required documentation and release said property to the purchase requisition originator on a temporary issue document, and maintain a date to return log.

6. The temporary issue document will be held in a suspense file until a disposition of the property has been made by the originator.

7. Property that is determined not to be purchased, should be returned to Property Control on date indicated for shipment back to the vendor. At this time Purchasing will be notified so that the required action may be taken to cancel the Purchase Order.

8. If the originator determines the property received on "Approval Only" to be suitable and that it is to be purchased, written notification should be made to Property Control giving reference to the purchase requisition number and description of the property. Property Control will then take necessary steps to receive the property and issue confirming the purchase order. Said property will then be issued on regular issue documents. If the property is classified as equipment, Property Control identification stickers must be attached at time of issue on a regular Equipment Issue Document.

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Petty Cash - Purchasing

Page 1 of 2

Date Issued 10/12/73

Applicability:

Date Revised _____

PROCEDURE

1. Petty Cash Purchases

   a. The Procurement Officer is authorized to make Petty Cash purchases using the special Purchasing Petty Cash bank account.

   b. Petty Cash checks are not to be written for amounts that exceed $50.00

   c. Petty Cash purchases are to be made for non equipment items as determined by the Procurement Officer.

2. Requirements for Petty Cash Purchases

   a. Petty Cash purchases are made from an approved Purchase Requisition.

   b. A Petty Cash form letter is used to place an order with a Vendor requesting services and or goods. Upon receipt of property and/or verification of service, the invoice is paid by Petty Cash check.

   c. In cases where advance payment is required a Petty Cash check is sent with the original order.

3. Petty Cash Check Distribution

   a. The check is sent to the Vendor and references the invoice number and type of goods and/or services purchased.

   b. Upon completion of the order, the white check carbon is matched with the requesting Purchase Requisition copy marked Accounting and forwarded to Accounting for reimbursement of the check amount. The pink carbon is matched with the requesting Purchase Requisition and retained in Purchasing files.

4. Petty Cash Check Register

   a. Upon issue of a Petty Cash check the following information is recorded: Check Number, date, Purchase Requisition Number, Vendor, dollar amount, and cost center code.

b. Request for reimbursement include all the above information with supporting documents.

c. Each month, Accounting will forward a copy of the bank statement to Purchasing so that a balance in the Check Register can be maintained.

d. Should a balance problem occur, Accounting will be asked to verify the balance.

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 5?4-6221

PETTY CASH ORDERS - INSTRUCTIONS

1. All shipments will be marked as follows:

   Ship to: MOUNTAIN-PLAINS EDUCATION & ECONOMIC
   DEVELOPMENT PROGRAM, INC.
   P. O. BOX 3078, BLDG. 813, P.R.No. _____
   GLASGOW AIR FORCE BASE, MONTANA 59231

   NOTE: All shipments should include a copy of the packing slip with prices or a copy of the invoice for identification purposes.

2. If an invoice can not be included with the shipment - submit all invoices in triplicate to:

   MOUNTAIN-PLAINS EDUCATION & ECONOMIC
   DEVELOPMENT PROGRAM, INC.
   P. O. Box 3078, BLDG. 813, P.R.No. _____
   GLASGOW AIR FORCE BASE, MONTANA 59231

   ATTN: PURCHASING DEPARTMENT

   NOTE: To facilitate faster payment, it is necessary that you clearly identify the requisition number on all invoicing.

3. All payments will be made by:

   PURCHASING DEPARTMENT
   MOUNTAIN-PLAINS EDUCATION & ECONOMIC
   DEVELOPMENT PROGRAM, INC.
   P. O. BOX 3078, BLDG. 813
   GLASGOW AIR FORCE BASE, MONTANA 59231

APPENDIX C 3

Mountain-Plains Education & Economic Development Program, Inc.
Post Office Box 3078
Glasgow AFB, Montana 59231

TELEPHONE
(406) 524-6224
OR
(406) 524-3192

PETTY CASH ORDER

Date of Order	Date Required	U.S. Government Contract No.	Requisition No.	Account No.
			P.R.–	

VENDOR - Address

SHIP TO -

Mountain-Plains Education & Economic
Development Program, Inc.
P. O. Box 3078, Building 813, P.R. No. _____
Glasgow Air Force Base, Montana 59231

Attention: H. D. Blanton

Please ship the following items to the above address. Your invoice should accompany this shipment. Payment will be made by the Purchasing Department. Address all correspondence to the Procurement Officer. The total amount of a Petty Cash Order (including shipping cost) should not exceed $50.00.

Item	Quantity	Quantity Received	DESCRIPTION

For Mountain-Plains Use Only		Date Order Received Complete	Rec'd By
Date Paid	Invoice No.		
Check No.	Amount Paid		

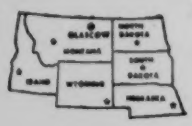
10

15

H. D. Blanton
Procurement Officer

Date

CARB-OUT
DE LUXE CHECK PRINTERS, INC.



MOUNTAIN PLAINS PURCHASING
PETTY CASH
BOX 3078, GLASGOW AFB, MONTANA 59231

B 1911

93-95
921

_____ 19 ____

PAY _____ DOLLARS $ _____

TO THE ORDER OF

first national bank
glasgow, montana 59230

NOT VALID OVER $50.00

⑈001911⑈ ⑆092100955⑆ 4 19 784⑈

MOUNTAIN PLAINS PURCHASING
GLASGOW, MONTANA 59231

DETACH AND RETAIN THIS STATEMENT
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW.
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

INVOICE		DESCRIPTION	TOTAL AMOUNT	DEDUCTIONS		NET AMOUNT
DATE	NO.			DISCOUNT	FREIGHT	

PETTY CASH LOG

NO.	DATE	P. R. NO.	VENDOR	DOLLAR	ACCT. CODE

ADDITIONAL INSTRUCTIONS

1. All shipments will be marked as follows:

   RECEIVING DEPARTMENT - BUILDING 813
   PURCHASE ORDER NO. MP_____
   MOUNTAIN-PLAINS EDUCATION AND ECONOMIC DEVELOPMENT PROGRAM, INC.
   GLASGOW AIR FORCE BASE, MONTANA 59231

   NOTE: All shipments should include a copy of the packing slip with prices or a copy of the invoice for identification purposes.

2. Submit all invoices in triplicate to:

   ACCOUNTING DEPARTMENT
   MOUNTAIN-PLAINS EDUCATION AND ECONOMIC DEVELOPMENT PROGRAM, INC.
   P.O. BOX 3078
   GLASGOW AIR FORCE BASE, MONTANA 59231

   NOTE: To facilitate faster payment, it is necessary that you clearly identify the purchase order number on all invoicing.

3. All payments will be made by:

   ACCOUNTING DEPARTMENT
   MOUNTAIN-PLAINS EDUCATION AND ECONOMIC DEVELOPMENT PROGRAM, INC.
   BOX 3078
   GLASGOW AIR FORCE BASE, MONTANA 59231

4. When prices are quoted F.O.B. Shipping Point, that item(s) should be shipped prepaid and billed as a separate line item on the invoice.

Speediset ® Moore Business Forms, Inc.-s

MOUNTAIN - PLAINS EDUCATION
&
ECONOMIC DEVELOPMENT PROGRAM, INC. ★

= TELEPHONE =
(406) 524-6224
-OR-
(406) 524-3192 ★

• POST OFFICE BOX 3078 • BLDG. 813 • GLASGOW AIR FORCE BASE, MONT. 59231

PAGE _____ OF _____

PURCHASE ORDER

MP No. 4433

= IMPORTANT =
ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING DOCUMENTS.

VENDOR ☛

DATE	DATE REQUIRED	TERMS	SHIP VIA	F.O.B. ☐ SHIPPING POINT ☐ DESTINATION
DEPT	P.R. NO.	ACCT. NO	GRANT NO	FREIGHT ☐ PREPAY & CHARGE ☐ PREPAY

ITEM NO.	QUAN.	U/M	DESCRIPTION OF ITEMS ORDERED	UNIT PRICE	TOTAL PRICE

BE SURE TO RETURN ACKNOWLEDGMENT COPY RIGHT AWAY

TOTAL ➪

14

X _____
PROCUREMENT OFFICER SIGNATURE

20

ACKNOWLEDGMENT REQUESTED
(SEE YELLOW COPY)

MPEEDP – PCOR-1 3829

PURCHASE AND / OR CHAN(

	LINE NO.	CONTRACT NO.	DATE	CONTRACTOR	RPUCHASE REQUEST OR CONTROL NO.	DESCRIPTION	BUYER CODE	NO. LIN
	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
		TOTAL							

THIS FORM CONTINUES ON THE NEXT PAGE. IT IS A FULL PAGE FORM, HOWEVER.

GE ORDER REGISTER

Month --- Year

Page No.

E ITEMS	SMALL BUSINESS	LARGE BUSINESS	$	$	$	$	$	$	REMARKS
	J	K	L	M	N	O	P	Q

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 524-6221

TO: _____
_____
_____
_____

RE: PURCHASE ORDER _____ DATED _____

Dear Sir:

In reviewing the above referenced purchase order, I have found that item(s) _____ have not yet been received.

So that I may bring the purchase order file up to date, I request you provide the following information, as applicable.

Date supplies will be shipped _____.
DATE

Date supplies were shipped, if shipment was made prior to this communication _____ and _____.
DATE METHOD OF SHIPMENT

If shipment is being held pending clarification of price, quantity, shipment point, etc., please advise me of such so appropriate change order action may be taken.

Your immediate attention to this matter will be greatly appreciated.

Sincerely yours,

H. D. Blanton
Procurement Officer

APPENDIX E 1

U.S. Government Contract No. _____

Mountain-Plains Education & Economic Development Program, Inc.
Post Office Box 3078
Glasgow AFB, Montana 59231

Phone
406-524-6224
406-524-3973
(Purchasing Agent)

Date of Inquiry	Return Inquiry By	Request Number

VENDOR - Address

This is not an order

REQUEST FOR QUOTATION ONLY

Quotation must be submitted no later than close of business on _____ 19

Item	Quantity	Unit	DESCRIPTION	*	Unit Price	Total Price

Invoice Terms	Delivery Date	F.O.B.	Total Bid
			$

The undersigned offers the prices, terms and shipment herein stated.

Quoted By	Signature and Title	Date

We reserve the right to accept or reject all or a portion of the items herein stated. Attach complete specifications for any substitutions offered.

In order for your firm to receive consideration, this form must be completely 17 out showing price, shipment, invoice terms and F.O.B. point.

_____
Procurement Officer

* Check mark in this column indicates shipment can be made from stock.

MPEED-FORM-APQ-1 **ABSTRACT OF PROPOSALS/QUOTATIONS**
(Negotiated procurement)

CONTRACT OR ORDER NO

PR/TAB NO	SHIP TO AND METHOD	FOB ☐ DEST OTHER	☐ PO ☐ DO
TYPE PROPOSAL ☐ ORAL ☐ WRITTEN ☐ WIRE		ACCOUNTING AND APPROPRIATION DATA	

NAME AND ADDRESS OF PROPOSER

1	2	3
4	5	6

	1.	2.	3.	4.	5.	6.
PROPOSAL NO. AND DATE						
PROPOSED DELIVERY						
PROPOSED DISCOUNT TERMS						
TYPE BUSINESS S-SMALL L-LARGE I-INTRA GOVT						

ITEM NO.	QUANTITY	UNIT					
TOTAL PROPOSED PRICE							
TOTAL AMOUNT AWARDED							

VARIATION $	D.O. RATING
DATE	BUYER

CONFIRMATION OF ORDER DATED WITH

REMARKS

CHANGE ORDER

APPENDIX E 3

Mountain-Plains Education & Economic Development Program

P. O. BOX 3078 · GLASGOW, MONTANA 59231

DATE OF CHANGE ORDER	CHANGE ORDER NO.	PURCHASE ORDER NO.	ACCOUNTING DATA	PAGE 1 of

ISSUED BY: **PROCUREMENT OFFICE**
MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM
P.O. BOX 3078
GLASGOW AFB, MT 59231

BUYER:

APPLICABLE CHANGES

- [ ] DESCRIPTION
- [ ] UNIT PRICE
- [ ] AMOUNT
- [ ] TOTAL AMOUNT
- [ ] F. O. B. POINT
- [ ] OTHER

VENDOR

NAME AND ADDRESS

DESCRIPTION OF CHANGE(S)

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE PURCHASE ORDER REFERENCED ABOVE, AS HERETOFORE CHANGED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM

BY: _____ _____
PROCUREMENT OFFICER DATE

19

Mountain-Plains Education & Economic Development Program, Inc.

Post Office Box 3078
Glasgow AFB, Montana 59231

PURCHASE REQUISITION

APPENDIX E 4

ORIGINATOR'S CONTROL NO.

REQUISITION NO.	REQUISITION DATE	TIME REQUIRED	PURCHASE ORDER NO.	PAGE of

[ ] RESEARCH DEVELOPMENT [ ] OPERATIONS
[ ] START UP

SUGGESTED SOURCE

ACCOUNTING DATA

USING ACTIVITY

USED FOR

DEPARTMENT
[ ] ADMINISTRATION
[ ] FAMILY LIFE
[ ] INSTRUCTION
[ ] MULTI-PURPOSE
[ ] STATE PROGRAMS
[ ] PLANNING & RESEARCH
[ ] OTHER

ITEM NO.	QUAN.	UNIT	DESCRIPTION OF SUPPLIES / SERVICES	EST. UNIT PRICE	EST. AMOUNT

REMARKS

EST. TOTAL AMOUNT

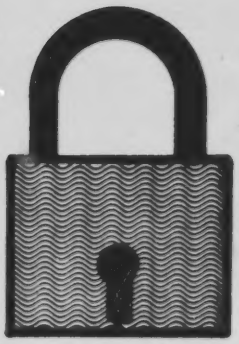
Title	Signature	Date	Title	Signature	Date
ORIGINATOR			PROPERTY CONTROLLER		
DEPT. HEAD			20 PROCUREMENT OFFICER		
DIRECTOR			ACCOUNTING OFFICE (To Procurement)		

MPEEDP Form PR-1 3805 REV.

PROCUREMENT

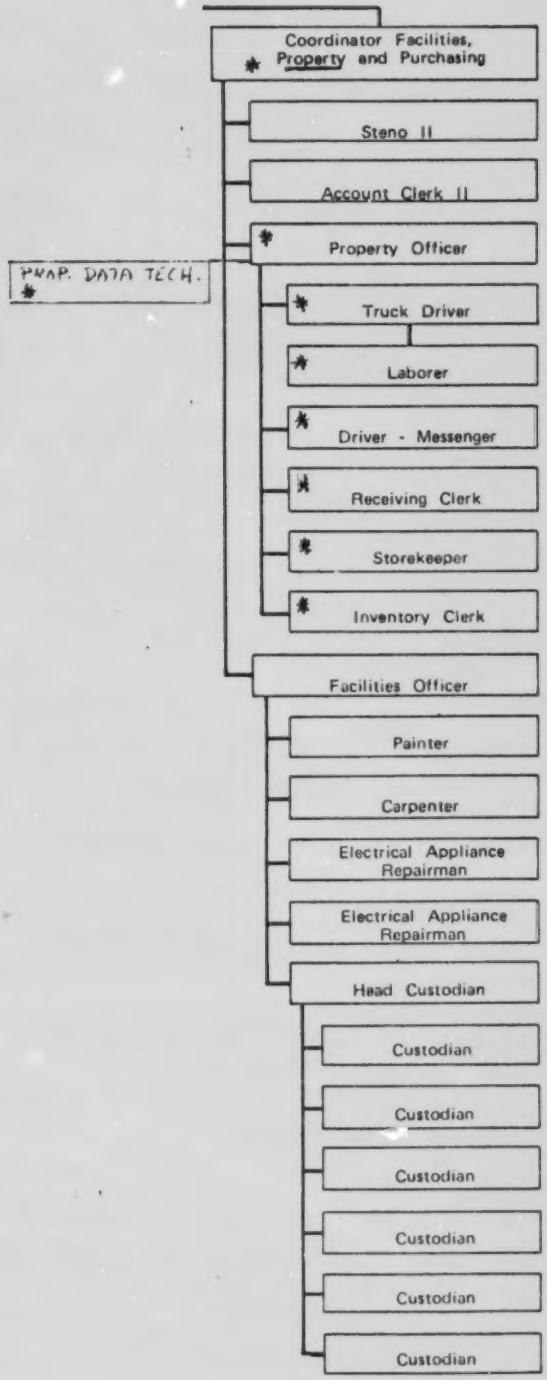
ADMINISTRATIVE SERVICES DIVISION:

PROPERTY CONTROL COMPONENT



PROPERTY CONTROL STAFFING CHART

APPENDIX A 1



* indicates Property Control Staff only.

APPENDIX A 2

PROPERTY CONTROL PROPERTY

MCP Housing

ITEM NO.	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Executive Desk	2EA	117.00	234.00
2	Clerk Desk	2EA	72.00	144.00
3	Steno Desk	1EA	79.00	79.00
4	Executive Chair	6EA	23.70	142.20
5	Steno Chair	2EA	20.10	40.20
6	File Cabinets (5 Dr.)	8EA	59.00	472.00
7	File Cabinet (2 Dr.)	1EA	35.00	35.00
8	Typewriter	3EA	440.00	1320.00
9	Adding Machines	2EA	383.00	766.00
10	Adding Machine	2EA	240.00	480.00
11	Typing Stand	2EA	17.40	34.80
12	Straight Chair	6EA	18.00	108.00
13	Office Table	4EA	34.50	138.00
14	Vertical Sorter	1EA	51.00	51.00
15	Coat Rack, 6 Man	1EA	11.40	11.40
16	Appliance Dolly	1EA	150.00	150.00
17	Refer Dolly	1EA	114.10	114.10
18	Tilt Dolly	1EA	85.80	85.80
19	Piano Dolly	1EA	27.49	27.49
20	2 Wheel Dolly	1EA	49.00	49.00
21	Postage Meter Base	1EA	107.32	107.32
22	Postage Scale	1EA	35.00	35.00
23	Parcel Post Scale	1EA	20.00	20.00
24	Tapeshooter	1EA	64.00	64.00
25	Bates Numbering Machine	1EA	42.00	42.00
26	Office Fans	3EA	27.00	81.00

PROPERTY CONTROL PROPERTY

ITEM NO.	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
27	Snow Blower	1EA	311.96	311.96
28	Marking Tool	2EA	10.87	21.74
29	Dining Chair	1360EA	7.00	9520.00
30	Dining Table	220EA	55.00	12100.00
31	Sofa	219EA	151.78	33239.82
32	Easy Chair	441EA	75.16	33145.56
33	Floor Lamp	440EA	18.75	8250.00
34	Electric Range	265EA	121.00	32065.00
35	Refrigerator	260EA	182.00	47320.00
36	Electric Dryer	275EA	125.00	34375.00
37	Washer	275EA	325.00	89375.00
38	Single Bed	1250EA	29.00	36250.00
39	Single Mattress	1250EA	24.00	30000.00
40	Chest of Drawers	1100EA	75.00	82500.00
				$ 453305.39

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Receiving of Property (GSA) Page 1 of 1

Applicability: All Staff b1 Date Issued 2/1/72

POLICY

That property received by MPEEDP from General Services Administration be in agreement with SF-344 Multi-use Standard Requisitioning/Issue System Document and in acceptable condition.

PROCEDURE

1. All property received from General Services Administration (GSA) must be matched with SF-344 Multiuse Standard Requisitioning/ Issue System Document.
2. Property will be checked for damage, (shipment) overages and/or shortages.
3. GSA Form 1348-1 Single Line Item Release/Receipt Document will be the Receiving Report for all GSA items.
4. GSA Form 1348-1 will be annotated to show the date received and the quantity received if different from quantity shown by GSA.
5. A receiving transaction number will be assigned to the GSA 1348-1 forms and logged in the Receiving Transaction Register.
6. Receiving Report GSA Form 1348-1 will be distributed as follows:

   Accounting= 2 copies

   Purchasing= 1 copy

   Prop. Control= 2 copies

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Receiving of Property (Excess or through commercial vendor) Page 1 of 1

Applicability: All Staff bl Date Issued 2/1/72

POLICY

That property received by MPEEDP is in agreement with SF-122 Transfer Orders (Excess) and/or MPEEDP Purchase Orders and in acceptable condition.

PROCEDURE

1. All property received must be matched with SF-122, Transfer Orders, and/or MPEEDP Purchase Orders.

2. Property must be checked for damage (shipment),overages, and/or shortages.

3. A MPEEDP Receiving Report will be prepared to reflect property received by quantity, description, and unit price. The Receiving Report will be annotated to reflect order received complete or partial.

4. The MPEEDP Receiving Report will be annotated to reflect the Property Control Stores Account receiving the property, 1506 Equipment, or 1110 Supplies.

5. A receiving transaction number will be assigned to each Receiving Report and logged in the Property Control Receiving Transaction Register.

6. Receiving Report Distribution:

Accounting - 2 copies
Purchasing - 1 copy
Property Control - 2 copies

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Property Records (Stock Cards) Page 1 of 1

Applicability: All Property Records Staff Date Issued 2/1/72

POLICY

That perpetual Stock Cards (197-1) be maintained to insure proper property accountability.

PROCEDURE

1. The records section of Property Control receives (1) one copy of each Receiving Report from the Receiving Department.
2. Each item marked as being received on the receiving report will be posted to the perpetual stock cards, form 197-1 of same description.
3. An item received for the first time will require the making of a new stock card.
4. The posting process will include, description, quantity, unit price, receiving transaction number, and stores account number, 1506 or 1110.
5. After the posting process, the Receiving Report will be annotated to indicate POSTED, Date, and initials of clerk, and filed in proper sequence in the Receiving Transaction file.

MOUNTAIN-PLAINS, INC. POLICY NO.

Subject: Shortage, Overage, or Damage Shipments Page 1 of 1

Applicability: All Property Control Personnel Date Issued 2/1/72

POLICY

That shipments received by MPEEDP are in proper condition and in the quantities as stated on Purchase Orders and/or 344 (GSA) requisition.

PROCEDURE

1. Purchase Order Shipments

A. Overage or shortage: Discrepancies in shipments received on a MPEEDP Purchase Order will be noted and submitted to Purchasing in writing, requesting further disposition.

B. Damage

(1) Damage shipments will be noted on the Freight Bill at time of receipt, and obtain the signature of the deliver driver.

(2) A damage claim will be filed with the delivery carrier for all damage property received on Purcahse Orders.

2. GSA Shipments

A. Overage or shortage

(1) For overage shipments, a determination must be made to accept the overage or return same. After determination, the overage must be reported to GSA on SF-361 with instructions to bill MPEEDP account for the overage or that overage is to be returned and request shipping instructions.

(2) Shortage shipment is reported to GSA on SF-361 with a complete, detailed report.

B. Damage Shipments

(1) Upon receipt of a damage shipment from GSA, the GBL (Government Bill of Lading) must be annotated to indicate the damage at time of delivery.

(2) A full report of the damage must be reported to GSA on SF-361 and include three (3) each copies of: GBL, 1348-1, Freight Bill, Manifest, and Carrier's Inspected Report. GSA will reply with further instructions.

MOUNTAIN-PLAINS, INC. APPENDIX B 5

POLICY NO.

Subject: Property Control (Document Control) Page 1 of 1

Applicability: All Property Control Personnel b1 Date Issued 2/1/72

POLICY

That MPEEDP maintain a complete file of Purchase Requisitions, Purchase Orders, and Receiving Reports.

PROCEDURE

1. Upon approval of a Purchase Requisition by the Department Head, the Requisition is forwarded to Property Control.

2. Property Control screens the Purchase Requisition to determine if the items requested are on hand in stores. If items are on hand, the requisition is held and issue made to requestor.

3. If items listed on the Requisition are not available from stores, a Control number is assigned from the Purchase Requisition Log, and same forwarded to Purchasing for action.

4. The Purchase Requisition Log is annotated to reflect the date received, general description of items requested, and, if known, the name of the Vendor.

5. Upon receipt of the Purchase Order, (a direct result of the Purchase Requisition) a copy of the Purchase Order is filed in the Purchase Requisition folder, and the P. O. number and date are entered in the Requisition Log.

6. Upon receipt of the property from the Vendor, a Receiving Report is initiated and a Transaction number assigned, and the Requisition Log is annotated to reflect the Transaction number. If the order is received complete the Requisition Log is annotated to show the order as completed and closed out.

7. A copy of the receiving report is filed in the folder and is then filed in the Transaction file by sequence as shown in the Receiving Transaction Log.

8. If a partial order, the folder is filed back in the Purchase Order

APPENDIX B 6

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Equipment Identification Page 1 of 1

Applicability: All Departments bl Date Issued 2/1/72

POLICY

That each item of equipment (account 1506) be identified by an attached MPEEDP identification sticker to insure property accountability.

PROCEDURE

1. Immediately after Receiving Report processing MPEEDP Identification stickers will be attached to each item of Equipment.
2. Identification stickers will reflect the following information:
   A. Stock Number (if available)
   B. Transaction Number
   C. Serial Number
   D. Model
   E. Unit Price
   F. Purchase Order Number, or if received through Excess channels, will be marked as Excess, so indicated by a Red X mark in the upper left hand corner where the purchase order number is normally entered if received by means of a Purchase Order.

MPEEDP
STOCK NO. _____
TRAN. NO. _____
SER.. NO. _____
MODEL . _____
UNIT PRICE _____

APPENDIX E-1

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Equipment Issue	Page 1 of 1
	Date Issued 2/1/72
Applicability: All Employees	Date Revised _____

POLICY

All Mountain-Plains equipment issued from Account No. 1506 shall be issued by use of a Property Control Equipment Issue Document to insure equipment accountability.

PROCEDURE

1. The Equipment Issue Document will reflect the following information:

   a. Date
   b. Accounting Code of Department receiving equipment
   c. Accounting Code from - 1506
   d. Issue Control Number
   e. Name of custodian receiving property
   f. Line item number
   g. Transaction number
   h. Part or Stock Number, full description
   i. Unit of Issue
   j. Quantity issued
   k. Unit cost - Total cost - Extended cost
   l. Issued by, signature of person making issue
   m. Location where property is to be delivered

2. After compliance with all requirements in No. 1 above, the following information will be entered into the Issue Control Log:

   a. Issue Control Number - Julian Date
   b. Description
   c. Account Code receiving the Issue
   d. Total cost of Issue

3. One copy of the Issue Control Log is forwarded to Accounting to insure accountability of all Issue Documents.

4. At time of delivery, the Receiving Custodian will sign the Equipment Issue Document to acknowledge receipt of property.

5. Number five (5) copy of the Equipment Issue Document will be retained by the Receiving Custodian, the remaining four (4) copies will be returned to Property Control and distributed as follows:

   Property Control - Nos. 1, 2, & 3
   Accounting - No. 4

MOUNTAIN-PLAINS, INC. POLICY NO. _____

Subject: Supplies Issue | Page 1 of 1

Date Issued 2/1/72

Applicability: All Employees | Date Revised _____

POLICY

All Mountain-Plains supplies and materials issued from Stores Account No. 1110 shall be issued by use of a M-P Supplies Issue Document to insure supplies accountability.

PROCEDURE

1. The Supplies Issue Document will reflect the following information:

   a. Date
   b. Accounting code of Department receiving supplies
   c. Accounting code from - 1110
   d. Issue Control number
   e. Name of custodian receiving supplies
   f. Line item number
   g. Transaction number
   h. Part or Stock Number, full description
   i. Unit of Issue
   j. Quantity issued
   k. Unit cost - Total cost - Extended cost
   l. Issued by, signature of person making issue
   m. Location where supplies are to be delivered

2. After compliance with all requirements in No. 1 above, the following information shall be entered into the Issue Control Log:

   a. Issue Control number - Julian Date
   b. Description
   c. Account code receiving the Issue
   d. Total cost of Issue

3. One copy of the Issue Control Log is forwarded to Accounting to insure accountability of all Issue Documents.

4. At time of delivery, the Receiving Custodian will sign the supplies Issue Document to acknowledge receipt of the supplies.

5. Number five (5) copy of the Supplies Issue Document will be retained by the Receiving Custodian; the remaining four (4) copies will be returned to Property Control and distributed as follows:

   Property Control - Nos. 1, 2, & 3
   Accounting - No. 4

Subject: Property Control Procedure

Policy: Mountain-Plains will maintain dollar value accountability of Organizational Property under $200.00 except sensitive and tool crib property.

Procedure:

I. Organizational Property

A. Organizational Property is defined as property under $200.00 except sensitive, tool crib property and consumable supplies.

II. Organizational Property Issue

A. Organizational Property is issued to the Division Director (Associate Director) on a pre-numbered Equipment Issue Document and will indicate the Cost Center of the area or department where property will be assigned for use.

III. Accountability

A. Personnel in the Division/Department will maintain reasonable and prudent control of all Organizational Property in their areas to insure its safeguard from loss or damage. The Associate Director may subsign Organization Property to individuals within his Division.

IV. Dollar Accountability

A. Dollar accountability of Organizational Property will result from the total value of an annual inventory which will include all categories of property.

Dollar Accountability (cont.)

B. If a loss rate of 4% per year of the total value of Organizational Property occurs, Property Control will identify the loss and the area where loss occurred and additional accountability controls will be enacted.

Subject: Property Control Procedure

Policy: Mountain-Plains will maintain physical accountability of sensitive property.

Procedure:

I. Sensitive Property

A. Sensitive Property is defined by dollar value of $100.00 to $199.99 unit cost and will include items identified as being easily susceptible to personal use or misappropriation.

II. Sensitive Property Issue

A. Sensitive Property is issued on a pre-numbered Equipment Issue Document as described Equipment Issue Procedure F-104. The Issue Document will be marked or identified as "Sensitive Property".

B. Sensitive Property will appear on the Custodial Property listing and accountability for Sensitive Property will be the same as for Custodial Property (ref: Custodial Property Procedure). Sensitive Property will be identified on the Inventory Listing with a suffix letter "S".

Subject: Property Control Procedure

Policy: Mountain-Plains will maintain physical accountability of Custodial Property.

Procedure:

I. Custodial Property

A. Custodial Property is defined as property having a unit cost of $200.00 and over.

II. Custodial Accounts

A. Custodial Accounts are defined as those accounts of individuals where property has been issued to a Mountain-Plains staff member to be used in the performance of their job. This would include staff and trainee equipment.

III. Custodial Property Issue

A. Custodial Property is issued on a pre-numbered Equipment Issue Document as described in Equipment Issue Procedure F-104. The Equipment Issue Document will be marked or identified as "Custodial Property".

IV. Accountability

A. A property custodian is charged with the responsibility of maintaining reasonable and prudent control of custodial property to insure its safeguard from loss or damage. This includes personal liability for its value for loss or damage because of acts of commission or omission.

Accountability (cont.)

B. On a quarterly basis Property Control will furnish each custodian with an updated Inventory Listing of their Custodial Account. The listing will be verified by the custodian and advise Property Control of any discrepancies.

Subject: Property Control Procedure

Policy: Mountain-Plains will maintain accountability for Tool Crib Property.

Procedure:

I. Tool Crib Property

A. Tool Crib Property is defined as property issued to the instructional shop areas and includes hand tools, portable power tools and other items which are considered non-consumable property.

II. Control of Tool Crib Property

A. Tool Crib Property will be stored in a designated locked area.

B. Property will be issued from the Tool Crib by use of a sign-out, sign-in system.

C. Property may be issued in tool box form to be used by a student throughout the course period.

D. Speciality Tools will be checked out and returned to the Tool Crib by use of a Tool Crib check log.

III. Tool Crib Property Issue

A. Tool Crib Property will be issued on a pre-numbered Equipment Issue Document and will be marked or identified as Tool Crib Property. Tool Crib Property will be identified on the Inventory Listing with a suffix letter "T".

IV. Accountability

A. A property custodian is charged with the responsibility of maintaining reasonable and prudent control of custodial property to insure its safeguard from loss or damage.

B. Tool Crib Property with a dollar value of less than $10.00 is considered as consumable.

APPENDIX C 1

Mountain-Plains Education & Economic Development Program, Inc. **RECEIVING REPORT** R 4515

RECEIVED FROM	DATE	P. O. NO.	ACCOUNT NUMBER	TRANSACTION NO.

CARRIER	W/B NO.	[ ] PREPAID	[ ] COMPLETE
		[ ] COLLECT	[ ] PARTIAL

P.O. Item No.	QNTY.	DESCRIPTION	UNIT COST	TOTAL COST

CATEGORY IDENTIFICATION	RECEIVED BY	DATE RECEIVED
[ ] SUPPLIES [ ] EQUIPMENT [ ] EXCESS PROPERTY	40	

4025

APPENDIX C 2

AF [illegible] 197-1 STOCK CONTROL AND ACCOUNTING RECORD CARD

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

	19 MO	DAY	CONTROL NO	FROM OR TO	INCREASES SERV	INCREASES REP		DUE IN	DECREASES ADJ		BALANCES SERV	BALANCES REP		INITIALS
	1		2	3	4	5	6	7	8	9	10	11	12	13
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

TOTAL AUTH	MAJOR ASSEMBLY	APPLICABLE EQUIP	INTERCHANGEABILITY DATA	LOCATION	ISSUE C ON CODE

STOCK NO	DESCRIPTION	CLASS	UNIT OF ISSUE	STATUS CODE	UNIT COST

APPENDIX C 3

Mountain-Plains Education & Economic Development Program, Inc.

EQUIPMENT ISSUE DOCUMENT

E Nº 1957

DATE:	ACCOUNTING CODE TO:	DEPT. ISSUED TO:
		CUSTODIAN:
ISSUE CONTROL NUMBER: (JULIAN DATE)	ACCOUNTING CODE FROM:	ISSUED FROM:

ITEM	TRANSACTION NUMBER	DESCRIPTION PART OR STOCK NO.	DESCRIPTION SER. NO., MODEL, YEAR, ETC.	Unit Issue	Quantity	UNIT COST	EXT. COST
						TOTAL COST	

ISSUED BY:	DATE:	PROPERTY DELIVERED TO: (Location)	ACKNOWLEDGMENT - RECEIPT OF PROPERTY (Signature - Receiving Custodian)

INSTRUCTIONS OR REMARKS:

POSTED BY:	DATE:

42

3862

Mountain-Plains Education & Economic Development Program, Inc.

APPENDIX C 4

ISSUE DOCUMENT

S Nº 6246

DATE:	ACCOUNTING CODE TO:	ISSUED TO:
CONTROL NUMBER (JULIAN DATE)	ACCOUNTING CODE FROM:	ISSUED FROM:

ITEM	PART OR STOCK NO.	DESCRIPTION (Detailed)	UNIT ISSUE	QUANTITY	UNIT COST	EXT. COST
					TOTAL COST	

ISSUED BY:	POSTED BY:	RECEIVED BY:
DATE	DATE:	DATE:

51

3863

APPENDIX C 5

Mountain-Plains Education & Economic Development Program, Inc.

INVENTORY DOCUMENT

DATE:	ACCOUNTING CODE:	DEPARTMENT INVENTORIED:
		CUSTODIAN:
CONTROL NUMBER: (Julian Date)	BUILDING:	INVENTORIED BY:

ITEM	NUMBER	PART OR STOCK NO.	DESCRIPTION SER. NO., MODEL, YEAR, ETC.	UNIT ISSUE	QUANT.	UNIT COST	EXT. COST

TOTAL COST:	

RECEIVED BY:	INVENTORIED BY:	TRANSFERRED OR CHECKED BY:
DATE:	DATE:	DATE:

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 624-6221

Report of Loss or Damage to Government Property

Date Submitted:	Date of Occurrence:	Control Number or Reference Number

Item Number	Description	Quantity and Unit	Transaction Number	Unit Cost	Cost of Repair

Statement of Loss or Damage (Full Circumstances)

Corrective Action Taken

MPEEDP Representative

☆ U.S. GOVERNMENT PRINTING OFFICE: 1972—478-500

PAGE 1 OF ____

STANDARD FORM 120 REV.
APRIL 1957
GEN. SERV. ADMIN.
FPMR (41 C.F.R.) 101-43.311

REPORT OF EXCESS PERSONAL PROPERTY

1. REPORT NO.	2. DATE MAILED	3. TOTAL COST
		$

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")

	a. ORIGINAL		c. PARTIAL W/D	(Also check "e" and/or "f" if appropriate)	e. OVERSEAS
	b. CORRECTED		d. TOTAL W/D		f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)

8. REPORT APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

10. AGENCY APPROVAL (If applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

12. GSA CONTROL NO.

13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date)	15. REIM/REQD YES	15. REIM/REQD NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f)	ACQUISITION COST TOTAL (g)	FAIR VALUE % (h)

STANDARD FORM 120 REV. (Use Standard Form 1080 for Continuation Sheets)

Mountain-Plains Education & Economic Development Program
P.O. BOX 3078 · GLASGOW AFB, MT 59231

QUANTITY DISCREPANCY / DAMAGE REPORT

Vendor: _____ Date Rec'd _____

Invoice No. _____ P/O No. _____

Delivered by _____ Waybill No. _____

QUANTITY DISCREPANCY

ITEM NO.	NOMENCLATURE	P/O QTY.	QTY. REC'D	OVER	UNDER	UNIT PRICE

DAMAGE REPORT

Describe item and nature of damage. Attach additional sheets if necessary and photographs if possible.

Estimated Cost of Repair _____

SIGNED _____

4478 WHITE: Receiving File; CANARY: Vendor; PINK: Purchasing; GOLDENROD: Accounting.

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 524-6221

MCP FURNITURE INVENTORY

Location of Property _____ Custodian's Name _____

ITEM	DESCRIPTION	QUANTITY
1	Lamp Clay Design with Table	
2	Lamp Sears 3 Way	
3	Lamp Sears Reading	
4	Table Dinning Clay Design	
5	Table Dinning Sears	
6	Chair Dinning Clay Design	
7	Chair Dinning Sears Orange	
8	Chair Dinning Sears Yellow	
9	Davenport Vinyl Sears	
10	Davenport Wood Frame Sears	
11	Davenport Cloth Covered Clay Design	
12	Chair Easy Vinyl Sears	
13	Chair Easy Wood Frame Sears	
14	Chair Easy Cloth Covered Clay Design	
15	Chair Easy Black Leather Clay Design	
16	Beds Single Wood Frame	
17	Beds Single G.I. Metal Ends	
18	Boxsprings Single	
19	Mattress Single Ex.	
20	Mattress Single Sears	
21	Dresser (3) Drawers	
22	Dresser (4) Drawers	
23	Dresser (5) Drawers	
24	Dresser (6) Drawers	
25	Crib Baby with Mattress	
26	Washing Machine Electric	
27	Dryer Electric	
28	Stove Electric	
29	Refrigerator Up-right	
30	Hose 50 feet	
31	Sprinkler Rain-Bird	
32	Lawn Rake	
33		
34		
35		

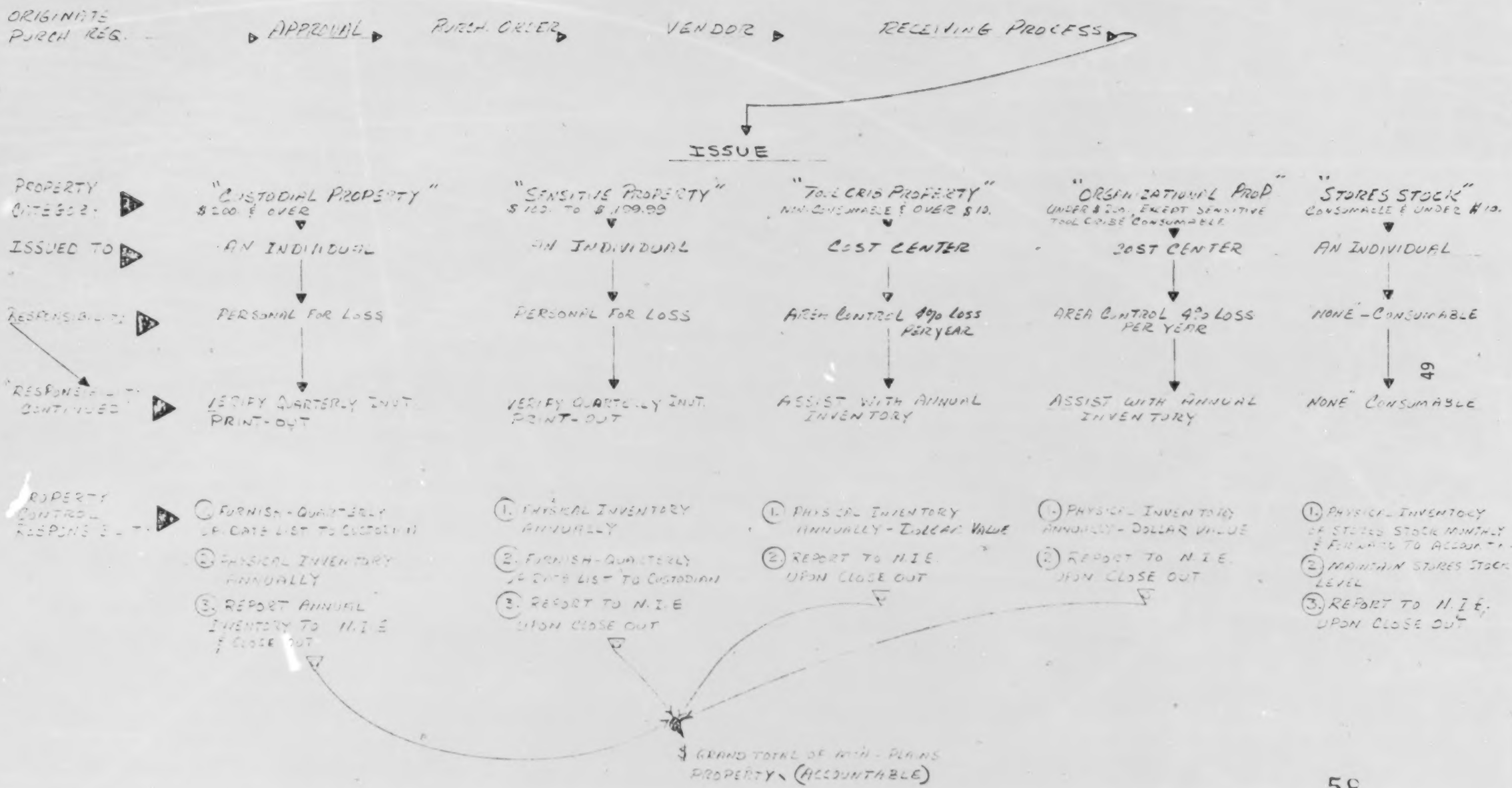
I acknowledge receipt of the above listed government owned property and understand it must be returned in the same condition less normal wear upon my departure.

Receiving Custodian Signature _____ Date _____

Issued By _____ 48 _____ Date _____

APPENDIX D

"PROPERTY FLOW CHART" 1-20-75


ORIGINATE PURCH REQ.
APPROVAL
PURCH. ORDER
VENDOR
RECEIVING PROCESS
ISSUE
PROPERTY CATEGORY
ISSUED TO
RESPONSIBILITY
"RESPONSIBILITY" CONTINUED
"CUSTODIAL PROPERTY" $200.00 & OVER
AN INDIVIDUAL
PERSONAL FOR LOSS
VERIFY QUARTERLY INVT. PRINT-OUT
"SENSITIVE PROPERTY" $100.00 TO $199.99
AN INDIVIDUAL
PERSONAL FOR LOSS
VERIFY QUARTERLY INVT. PRINT-OUT
"TOOLCRIB PROPERTY" NON-CONSUMABLE & OVER $10.
COST CENTER
AREA CONTROL 4% LOSS PER YEAR
ASSIST WITH ANNUAL INVENTORY
"ORGANIZATIONAL PROP" UNDER $100, EXCEPT SENSITIVE TOOL CRIB CONSUMABLE
COST CENTER
AREA CONTROL 4% LOSS PER YEAR
ASSIST WITH ANNUAL INVENTORY
"STORES STOCK" CONSUMABLE & UNDER $10.
AN INDIVIDUAL
NONE - CONSUMABLE
"NONE" CONSUMABLE
PROPERTY CONTROL RESPONSIBILITY
1. FURNISH - QUARTERLY OR DATA LIST TO CUSTODIAN
2. PHYSICAL INVENTORY ANNUALLY
3. REPORT ANNUAL INVENTORY TO M.I.E & CLOSE OUT
1. PHYSICAL INVENTORY ANNUALLY
2. FURNISH - QUARTERLY OR DATA LIST TO CUSTODIAN
3. REPORT TO M.I.E UPON CLOSE OUT
1. PHYSICAL INVENTORY ANNUALLY - DOLLAR VALUE
2. REPORT TO M.I.E. UPON CLOSE OUT
1. PHYSICAL INVENTORY ANNUALLY - DOLLAR VALUE
2. REPORT TO M.I.E. UPON CLOSE OUT
1. PHYSICAL INVENTORY OF STORES STOCK MONTHLY & FURNISH TO ACCOUNTING
2. MAINTAIN STORES STOCK LEVEL
3. REPORT TO M.I.E. UPON CLOSE OUT
$ GRAND TOTAL OF MAIN-PLAINS PROPERTY (ACCOUNTABLE)

MPEEDP – PRR-1 3830

PURCHASE REQU

LINE NO.	PURCHASE REQUEST OR CONTROL NO.	DATE RECEIVED	DESCRIPTION	RFQ NO.	PURCHASE ORDER NUMBER
A	B	C	D	E	F
1	8993				
2	8994				
3	8995				
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7	8999				
8	9000				
9	9001				
10	9002				
11	9003				
12	9004				
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14	9006				
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16	9008				
17	9009				
18	9010				
19	9011				
20	9012				
21	9013				
22	9014				
23	9015				

THIS FORM CONTINUES ON THE NEXT PAGE. IT IS A FULL PAGE FORM, HOWEVER.

EST REGISTER | Month --- Year | Page No.

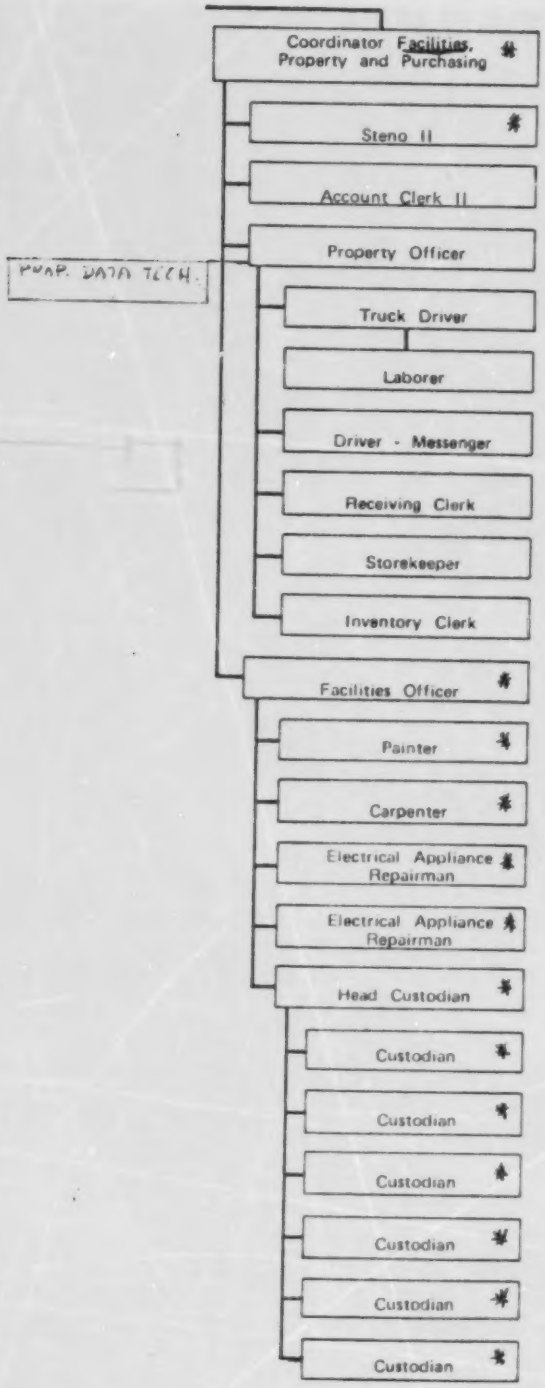
ORDER DATE	CONTRACTOR	BUYER CODE	NO. LINE ITEMS	Transaction Number	REMARKS	Date Completed
G	H	I	J		K	

ADMINISTRATIVE SERVICES DIVISION:

OPERATIONS AND RESIDENTIAL SERVICES COMPONENT

FACILITIES SERVICE STAFFING CHART

APPENDIX A 1



* indicates Facilities Services Staff only.

APPENDIX A 2

FACILITIES SERVICES EQUIPMENT

ITEM NO.	DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST
1	Executive Desk	1EA	117.00	117.00
2	Executive Chair	1EA	23.70	23.70
3	Steno Desk	1EA	79.00	79.00
4	Steno Chair	1EA	93.00	93.00
5	File Cabinet	1EA	61.00	61.00
6	File Cabinet	1EA	59.00	59.00
7	Rollaway File	3EA	99.00	297.00
8	Office Table	1EA	34.50	34.50
9	Bookcase	1EA	35.00	35.00
10	Straight Chair	6EA	18.00	108.00
11	Coattree	1EA	13.70	13.70
12	Conference Table	1EA	90.50	90.50
13	Stack Chair	3EA	10.50	31.50
14	Office Fan	1EA	24.00	24.00
15	Maga-Board	1EA	159.50	159.50
16	Chalkboard	1EA	55.35	55.35
17	Typewriter	1EA	525.00	525.00
18	File Cabinet	1EA	35.00	35.00
19	Map Cabinets	3EA	90.00	270.00
20	Key Tray	2EA	52.80	105.60
21	Key Tray	3EA	32.00	96.00
22	Lawn Tractor	1EA	639.00	639.00
23	Oreck Vacuum Cleaner	6EA	49.80	298.80
24	Custodial Carts	10EA	49.00	490.00
25	Min-Autoscrubber	3EA	642.50	1927.50
26	Wet-Vacuum	1EA	348.00	348.00

FACILITIES SERVICES

ITEM NO.	DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST
27	20" Vacuum Cleaner	2EA	256.00	512.00
28	14" Vacuum Cleaner	2EA	150.00	300.00
29	Buffer	2EA	425.00	850.00
30	Stepladder	1EA	13.30	13.30
31	Mop Buckets	15EA	13.30	199.50
32	Mop Wringer	15EA	20.00	300.00
33	Orbital Sander	1EA	59.88	59.88
34	1/2" Electric Drill	1EA	39.49	39.49
35	Paint Tinting Gun	1EA	98.00	98.00
36	Paint Sprayer	1EA	605.00	605.00
37	Bench Saw	1EA	292.81	292.81
38	Room Fogger	1EA	123.85	123.85
39	Soldering Gun	1EA	12.00	12.00
40	Electric Putty Iron	1EA	30.80	30.80
41	Wheel Barrow	1EA	46.95	46.95
42	Lawn Mowers	4EA	62.99	251.96
43	Lawn Edger	1EA	87.95	87.95
44	Steel Hauling Cart	1EA	99.95	99.95
45	Stencil Set	1EA	42.00	42.00
46	Miter Box	1EA	45.50	45.50
47	Vice, Machinist	1EA	22.50	22.50
48	Bench Vice	1EA	16.00	16.00
49	Bench Grinder	1EA	97.00	97.00
50	Portable Woodvise	1EA	20.00	20.00
51	Asphalt Tile Cutter	1EA	56.00	56.00
52	Picture Frame Vise	1EA	20.02	20.02

FACILITIES SERVICES

ITEM NO.	DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST
53	Skill Saw	1EA	89.99	89.99
54	Tool Cabinet	1EA	65.00	65.00
55	Electric Drill	1EA	28.00	28.00
56	Temperature Tester	1EA	24.90	24.90
57	Wrench Set, Socket	1EA	20.10	20.10
58	Amprobe	1EA	66.70	66.70
59	Meter	1EA	16.50	16.50
60	Canister Vacuum	1EA	48.50	48.50
61	Vise Machinist	1EA	37.00	37.00
		TOTAL		$ 10,655.80

FACILITIES SERVICES
SUPPLIES & MATERIALS

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Silicone Spray Lube	12CN	1.25	15.00
2	Plaster, Patching	24QT	.85	20.40
3	Plywood	44PG	55.00	2420.00
4	Thermo-Pane Windows	33EA	41.50	1369.50
5	Sheet Metal Screw	12BX	1.70	20.40
6	Padlocks	144EA	1.00	144.00
7	Dowel, Wood	400EA	.05	20.00
8	Sandpaper	3PG	7.20	21.60
9	Wood Screws	10BX	1.25	12.50
10	Window Shades	300EA	3.46	1038.00
11	Screen Inserts	50EA	8.50	425.00
12	Lock Set	108SE	3.60	388.80
13	Window Glass	125EA	8.00	1000.00
14	Plastic Bags 30 Gal	62CS	10.00	620.00
15	Accordian Door	1EA	150.00	150.00
16	Door Locks	6EA	12.20	73.20
17	Staples	3CS	25.00	75.00
18	Closer, Door	48EA	2.40	115.20
19	Stepladder	1EA	56.00	56.00
20	Stepladder	1EA	17.40	17.40
21	Glass Sheet	29BX	28.00	812.00
22	Calcium Chloride	5BG	5.70	28.50
23	Garbage Can	51EA	12.20	622.20
24	Barbage Can Covers	60EA	2.30	138.00
25	Sweeping Compound	13DR	9.00	117.00
26	Absorbent Material	1BG	2.35	2.35

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
27	Acrylic Paint	60CN	16.00	960.00
28	Window Shades	50EA	9.46	473.00
29	Round Glass Light Shades	96EA	5.15	494.40
30	Lamp Cord	1RL	30.30	30.30
31	Jiffy Plug	24EA	.35	8.40
32	3-Way Sockets	24EA	1.30	31.20
33	Solderless Connections	50EA	.05	2.50
34	3-Way Light Bulbs	144EA	1.05	151.20
35	Nails	11BX	13.00	143.00
36	Snow Shovel	90EA	2.00	180.00
37	Sprinkler, Lawn	48EA	6.10	292.80
38	Spacer	2PG	.32	.64
39	Governor Gear	3EA	2.60	7.80
40	Retaining Ring	2PG	.28	.56
41	Governor Spool	3EA	.28	.84
42	Gasket Set	12EA	3.50	42.00
43	Piston Rings	18SE	3.75	67.50
44	Governor Springs	2PG	.28	.56
45	Starter Screws	17PG	.25	4.25
46	220-V Stove Pigtail	39EA	4.95	193.05
47	Picture Frame Trim	300FT	.59	177.00
48	Caulking Compound	10BX	2.60	26.00
49	Furnace Filters	900EA	.40	360.00
50	Plastic Bag	36CS	16.30	586.80
51	Motor Oil	5CS	11.50	57.50
52	Toilet Bowl Cleaner	15CS	30.00	450.00

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
53	Porcelain Cleaner	14CS	30.00	420.00
54	Toilet Bowl Swabs	30EA	1.00	30.00
55	Wax Stripper	20PL	18.50	370.00
56	Floor Soap	25PL	20.00	500.00
57	End-Bac Disinfectant	9PL	29.00	261.00
58	Concrete Sealer	8PL	27.75	222.00
59	Dust Mop Treatment	10PL	22.00	220.00
60	Raid, Insect Spray	1PL	33.00	33.00
61	Envy Spray Cleaner	30CS	16.45	493.50
62	Shine Up - Spray Wax	20CS	18.96	379.20
63	Exit Light Bulbs	60EA	1.15	69.00
64	Sack, Shipping	4BD	5.00	20.00
65	Box, Shipping	20BD	7.00	140.00
66	Box, Shipping	19BD	3.00	57.00
67	Mophead, Wet	119EA	1.60	190.40
68	Mophead, Dusting	72EA	7.70	554.40
69	Dustpan	36EA	.52	18.72
70	Handle, Mop	48EA	2.60	124.80
71	Brush, Dusting	36EA	2.00	72.00
72	Cloth, Cleaning	5BX	48.00	240.00
73	Bucket, Mop	6EA	10.30	61.80
74	Mophead, Dusting	24EA	5.00	120.00
75	Wringer, Mop	12EA	13.20	158.40
76	Pine Oil	30GL	2.25	67.50
77	Drainfree	1CS	30.00	30.00
78	Degrease, Soap	1CS	26.25	26.25

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
79	Faucet, washer	8HD	.75	6.00
80	Glass Cutter	6EA	.70	4.20
81	Handle, Mop	12EA	5.25	63.00
82	Cement Blocks	60EA	.85	51.00
83	1" x 12" x 12 Boards	20EA	4.56	91.20
84	Vacuum Blower Wheel	6EA	2.00	12.00
85	Power Cords	6EA	7.20	43.20
86	Drive Belts	6EA	.80	4.80
87	Dust Bags	1CS	58.00	58.00
88	Paper Towels	20CS	9.15	183.00
89	Hand Soap	3BX	21.50	64.50
90	Floor Soap	28CN	5.50	154.00
91	Deodorant	24BX	2.90	69.60
92	Sack, Shipping	3HD	8.40	25.20
93	Floor Finish	100CN	12.50	1250.00
94	Non-Skid Strips	6RO	33.60	201.60
95	Plastic Anchors	20PG	2.00	40.00
96	Wall Anchor	5PG	14.82	74.10
97	Seat, Water Closet	78EA	3.45	269.10
98	Window Caulking	6TU	.70	4.20
99	In Sink Erator Cover	48EA	1.65	79.20
100	Screen Door Latch	112EA	2.21	247.52
101	Electric Wall Plate	275EA	.07	19.25
102	Ceramic Adhesive	4GL	2.50	10.00
103	Grass Seed	100LB	1.75	175.00
104	Propane (Benz-O-Matic)	24EA	.97	23.28

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
105	Amphyl Disinfectant	12CS	25.31	303.72
106	Sanitizing Agent	1PL	17.50	17.50
107	Mattress Cover	1000EA	1.49	1490.00
108	Window Shades	150EA	4.64	696.00
109	Floor Tile	12BX	12.00	144.00
110	Chair Seats & Backs	50ST	4.50	225.00
111	Window Shades	75EA	6.97	522.75
112	Window Shades	275EA	2.47	679.25
113	Thrust Washers	28PG	.25	7.00
114	Oil Bath Cleaner	10EA	4.50	45.00
115	Engine Base	3EA	15.00	45.00
116	Oil Pump	2EA	1.00	2.00
117	Carburator Kit	6EA	2.75	16.50
118	Gaskets	30EA	.20	6.00
119	O-Ring	12EA	.50	6.00
120	Machine Screw	2BX	2.55	5.10
121	Deodorant, General	120BX	1.00	120.00
122	Glass Cleaner	36GL	1.60	57.60
123	Spray Glass Cleaner	72BT	.46	33.12
124	Chair & Couch Legs	25ST	5.79	144.75
125	Sprinkler, Lawn	48EA	3.00	144.00
126	Hose, Connections	100EA	1.00	100.00
127	Rake, Lawn	72EA	1.60	115.20
128	Garden Hose	50EA	3.30	165.00
129	Mophead, Dusting	72EA	3.40	244.80
130	Light Bulbs	90CS	20.40	1836.00

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
131	Flourscent Light Bulbs	10CS	18.00	180.00
132	Gummed Paper Tape	10RO	.90	9.00
133	Hose Clamps	133EA	.06	7.98
134	2" x 4" x 8" Pine	48EA	1.63	78,24
135	1" x 4" x 12' Pine	24EA	3.00	72.00
136	Wood Glue	1GL	8.00	8.00
137	Picture Frame Trim	60FT	.31	18.60
138	Garden Hose, Washers	25PG	.09	2.25
139	Paper Towel Dispenser	18EA	2.25	40.50
140	Idler Gear for Scrubber	2EA	11.00	22.00
141	Drive Gear for Scrubber	2EA	15.00	30.00
142	Screen	4RO	14.70	58.80
143	Screen	4RO	12.00	48.00
144	Screen	4RO	18.00	72.00
145	L Corner Irons	24PG	.89	21.36
146	Butterfly Latches	24EA	.59	14.16
147	Machine Screws	12BX	.75	9.00
148	Machine Screws	10BX	1.20	12.00
149	Floor Sealer	10CN	21.00	210.00
150	Storm Windwo Inserts	23EA	5.15	118.45
151	Storm Window Inserts	27EA	7.50	202.50
	SMALL REPLACEMENT TOOLS			
152	Files, Hand	11EA	1.15	12.65
153	Files, Hand	6EA	2.25	13.50
154	Pliers, Diagonal	1EA	2.70	2.70
155	Slip Joint Pliers	2EA	4.95	9.90
156	Socket, Wrench	17EA	.65	11.05

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
157	Pliers	3EA	2.40	7.20
158	Crimping Tool	2EA	2.30	4.60
159	Screwdriver, Phillips	14EA	.75	10.50
160	Nut Drivers	9EA	1.50	13.50
161	Snap Ring Pliers	2EA	5.30	10.60
162	Tacker Staple	3EA	8.00	24.00
163	Screwdriver	6EA	1.05	6.30
164	Glass Pliers	1EA	5.50	5.50
165	Screwdriver	8EA	.50	4.00
166	Screwdriver, Phillips	6EA	1.50	9.00
167	Screwdriver	6EA	2.00	12.00
168	Key Set, Socket Head	1SE	6.75	6.75
169	Screwdriver	6EA	.80	4.80
170	Cover, Paint Roller	72EA	.51	36.72
171	Dropcloth	2EA	27.00	54.00
172	Dropcloth	10EA	10.00	100.00
173	Dropcloth	5EA	21.50	107.50
174	Spray Tips	1EA	26.50	26.50
175	Spray Tip	1EA	43.00	43.00
176	Nylon Washers	3EA	.50	1.50
177	Spray Hose	1EA	28.95	28.95
178	Spray Enamel	12CN	.72	8.64
179	Enamel Paint	12CN	.71	8.52
180	Enamel Paint	25GL	6.00	150.00
181	Enamel Paint	152GL	2.80	425.60
182	Enamel Paint	56GL	5.00	280.00

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
183	Masking Tape	188RO	1.35	253.80
184	Paint Colorant	8QT	8.00	64.00
185	Paint Colorant	8OT	4.50	36.00
186	Paint Brushes, 3"	6EA	8.00	48.00
187	Paint Brushes, 2"	5EA	3.50	17.50
188	Paint Brushes, 2"	60EA	1.00	60.00
189	Paint Brushes, 3"	3EA	20.50	61.50
190	Paint Tray	48EA	.66	31.68
191	Paint Roller	24EA	1.20	28.80
192	Paint Thinner	72GL	.78	56.16
193	Plastic Enamel	20GL	10.00	200.00
194	Handle, Extension	6EA	3.50	21.00
195	Paint Pails	84EA	.55	46.20
196	Shellac	4GL	9.66	38.64
197	Solvent	2BL	28.00	56.00
198	Primer Coating	8GL	2.85	22.80
199	Paint Roller	27EA	.93	25.11
200	Paint, Latex	40CN	12.45	498.00
201	Conditioner, Paint Brush	8EA	4.20	33.60
202	Flume Spout	16EA	2.50	40.00
203	Washer Hose	80EA	1.15	92.00
204	Pump	42EA	5.70	239.40
205	Seal	50EA	.85	42.50
206	Seal	35EA	2.30	80.50
207	Pumps	2EA	12.00	24.00
208	Mechanism Boot	34EA	8.90	302.60

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
209	Agitator, Back	10EA	1.50	15.00
210	Leveling Cap Screw	50EA	.50	25.00
211	Yoke Cushion	34EA	1.00	34.00
212	Vent Ducting	4EA	15.95	63.80
213	Vent Hood	12EA	1.32	15.84
214	Hose Washers	4PG	1.60	6.40
215	Duct Tape	1EA	5.64	5.64
216	Washer Belt	30EA	1.10	33.00
217	Dryer Belt	15EA	1.50	22.50
218	Solderless Terminal	9PG	2.25	20.25
219	Elbow Hose	24EA	.15	3.60
220	Hose Clamp	150EA	.28	42.00
221	Bulb Clip	1PG	1.00	1.00
222	Bearing Kit	6EA	2.30	13.80
223	Filter & Mount Kit	15EA	2.95	44.25
224	Coil Kit	20EA	3.25	65.00
225	Rubber Adhesive	12EA	1.88	22.56
226	Washer Hose	6EA	.60	3.60
227	Epoxy	2EA	1.75	3.50
228	Silicone Seal	20EA	1.25	25.00
229	Seal	10EA	.72	7.20
230	Electric Range Element	8EA	10.00	80.00
231	Switch Knob	50EA	.50	25.00
232	Suspension Strap	10EA	.80	8.00
233	Idler Bearing	10EA	1.60	16.00
234	Temperature Control	6EA	6.95	41.70

ITEM	DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST
235	Temperature Control (Safety)	6EA	6.95	41.70
236	Bearing Retainer	6EA	.80	4.80
237	Drum Bearing	10EA	4.95	49.50
238	Clutch Spring	10EA	1.30	13.00
239	Latch Tube	10EA	2.50	25.00
240	Clutch Spring Hub	10EA	.60	6.00
241	Wining Rags	5BE	25.00	125.00
242	Patching Plaster	6QT	.85	5.10
		TOTAL		$ 35744.41

APPENDIX B1

DEPARTMENT OF THE AIR FORCE

LEASE

OF PROPERTY ON GLASGOW AIR FORCE BASE MILITARY RESERVATION

NO. _____

THIS LEASE, Made this ____ day of _____, 1972, between the SECRETARY OF THE AIR FORCE, of Washington, D. C., hereinafter called LESSOR, and MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC., a non-profit Montana corporation, with its principal offices located at Glasgow Air Force Base, Montana, hereinafter called LESSEE, WITNESSETH:

FOR AND IN CONSIDERATION of the payments and promises set forth herein, the parties agree as follows:

1. Lessor, by virtue of the authority contained in Title 10, United States Code, Section 2667, has determined that the property hereby leased is not excess property as defined by Section 3 of the Federal Property and Administrative Services Act of 1949, as amended (40 U. S. C. 472), and is not for the time needed for public use, and the leasing thereof will be advantageous to the United States and in the public interest; and for the consideration hereinafter set forth, hereby leases to Lessee for a term of five (5) years, commencing _____, 1972, and ending _____, 1977, the following described premises or property located on Glasgow Air Force Base, Montana:

(1) Buildings numbered 521, 526, 810, 813, 814, 815, 816, 817, 822, 846, 920, 960, and (2) approximately 267 units of family housing to be selected by mutual agreement between the representatives of the parties designated hereinafter. Lessee is hereby given the option of renewing this lease under the same terms and conditions as herein stated, for five (5) additional years commencing _____, 1977, and ending _____, 1982. Lessee will give Lessor sixty (60) days written notice prior to the termination of said lease of its intention to renew in

accordance with this option.

2. (a) The term "responsible officer" as used herein is the Air Force official at Glasgow Air Force Base having jurisdiction at the time over the leased premises, and includes his authorized representatives.

(b) The term "Lessee" as used herein includes sublessees and licensees, and Lessee shall be fully responsible for assuring that all of its obligations hereunder are observed and carried out by such sublessees and licensees.

3. Lessee shall pay for rental for said premises the sum of one dollar ($1.00) per year, payable in advance. For and in consideration of said payments, Lessor will provide Lessee the following services in connection with the above leased premises or property:

(a) Building maintenance and repair.

(b) Utilities including, but not limited to, electricity, gas and fuel oil.

(c) Fire protection and prevention.

(d) Custodial and janitorial.

(e) Refuse collection and disposal.

(f) Pavement and ground maintenance.

(g) Snow removal.

(h) Shuttle bus.

(i) Security and law enforcement.

(j) Recreation activities, including use of gymnasium, youth activities building, auto-wood hobby shop, library, and motion picture theater.

(k) Take off, landing and tie down privileges of charter aircraft.

(l) Family and bachelor housing. Priority of assignment based upon equivalent rank and/or salary and bedroom requirements. Housing for civilians will be furnished

on an individual rental basis.

4. An inventory and condition report of all real property and fixtures (real property installed equipment) of the Lessor shall be completed by a representative of Lessor and a representative of Lessee to reflect the condition of that property as of the date of the inventory. This inventory inspection shall be completed within thirty (30) working days of the effective date of this lease. A copy of the inventory and condition report shall be attached hereto and become a part hereof. At the expiration, revocation, or termination of this lease, in whole or in part, a similar inventory and condition report shall be made and submitted to the responsible officer of Lessor. This report shall be used as the basis for settlement by the Lessee with the responsible officer of Lessor for leased property shown to be lost, damaged, or destroyed, by the negligence of the Lessor, to the extent hereinafter required in this lease.

5. (a) The Lessee may, at its own expense, rehabilitate, modify, or alter any building, including installation of any desired utilities, in order to make the building usable for its activities. Lessor will carry out the work involved, directly or by contract, if requested by Lessee; subject to advance deposit by Lessee of the estimated cost of the project and prompt reimbursement of any additional costs incurred. Lessee will submit plans for rehabilitation, modification or alteration of the leased premises to Lessor prior to commencing such work and Lessor will review said plans promptly, making its decision to approve or disapprove said plans within five (5) working days after said plans are submitted to Lessor by Lessee. Upon completion of said rehabilitation, modification or alteration, Lessee will provide to Lessor a description of the completed work and the cost thereof.

(b) Modification of the basic structure of an existing building (as opposed to alteration or removal or addition of non-load bearing internal structures) shall require the approval of the

responsible officer of Lessor, which approval shall not be unreasonably withheld.

6. The Lessee shall not sublease or license the use of the leased property, other than housing units, without the prior written consent of the responsible officer of Lessor.

7. The Lessee will allow the Lessor to enter upon the premises for purposes of inspection at reasonable times to be arranged between the parties. This right of inspection reserved by Lessor is for the purpose of inspection and inventory and when otherwise deemed necessary for the protection of the interests of the Government, and Lessee shall have no claim of any character on account thereof against the United States Government or any officer, agent, or employee thereof.

8. This lease shall be subject to all outstanding easements to operate, repair, and maintain utility and railroad lines located within the leased premises.

9. (a) The United States Government shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the use and occupation of the premises by Lessee and/or sublessees, or for damages to the property of the Lessee and/or sublessees or for damages to the property or injuries to the person of the Lessee's and/or sublessee's officers, agents, servants or employees, or others who may be on said premises at their invitation or the invitation of any one of them, and the Lessee shall hold the United States Government harmless from any and all such claims.

(b) The Lessee shall be responsible for the maintenance in force of third party liability insurance, protecting the United States Government and without right of subrogation against the United States Government, in the amount of $500,000/$1,000,000. A Certificate of Insurance will be provided as evidence of such coverage.

10. The Lessee shall at all times exercise due diligence in the protection of the demised premises against damage or destruction by fire and other causes.

11. The leased premises will be maintained in good repair by the Lessor during the term of this lease.

12. The Lessee shall cut no timber, conduct no mining or drilling operations, remove no sand, gravel, or kindred substances from the ground, except in the exercise of mineral rights heretofore reserved to the record owner thereof; commit no waste of any kind, or in any manner substantially change the contour or condition of the property hereby leased, except changes required in carrying out soil and water conservation measures; unless the responsible officer of Lessor approves the proposed actions in advance.

13. The Lessee shall, in its use of the premises, comply with all applicable laws, ordinances, and regulations of the state, county, military and other governmental jurisdictions wherein the said demised premises are located, with regard to construction, sanitation, licenses or permits to do business, motor vehicle registration, and all other matters.

14. The Lessee may construct permanent or temporary structures on the leased premises with the prior written consent of the responsible officer of Lessor, which consent shall not be unreasonably withheld.

15. The Lessee shall pay to the proper authority, when and as they become due and payable, all taxes, assessments, and similar charges that may be imposed upon the Lessee's interest in the leased premises, to the extent the Lessee is lawfully subject to such impositions. In the event Congress consents to the application of such impositions to the Government's interest in the property, this lease shall be renegotiated.

16. Any dispute concerning a question of fact arising under this lease which is not disposed of by agreement shall be decided by

the responsible officer, or another officer designated for the purpose by the Secretary of the Air Force, and by an agent or representative designated for the purpose by the Secretary of Health, Education & Welfare, who shall reduce their decision to writing and mail or otherwise furnish a copy thereof to the Lessee. The decision of such person shall be final and conclusive, unless within thirty (30) days from the date of receipt of such copy, the Lessee mails, or otherwise furnishes to the respective Secretaries, a written notice of appeal to their offices at Washington, D. C. The decision shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this condition, the Lessee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Lessee shall proceed diligently with the performance of the lease and in accordance with said decision.

(b) This decision does not preclude consideration of law questions in connection with decisions provided for herein, provided, that nothing in this condition shall be construed as making final decision of any administrative official, representative, agent, or board on a question of law.

17. (a) This lease may be terminated by the Lessee upon thirty (30) days written notice to the responsible officer of Lessor.

(b) This lease may be terminated by Lessor at any time during a national emergency arising after the effective date of this lease declared by the President or Congress.

18. (a) If any real or personal property of the United States is damaged or destroyed by the negligence of the Lessee incident to the Lessee's use and occupation of said property, Lessee shall be required to repair or replace, as the case may be,

such real or personal property that the responsible officer of Lessor determines (1) are economically reparable and (2) may be required for future use by the United States Government or other future users.

(b) It is agreed that the United States Government shall have no obligation to repair, restore, or replace the leased real or personal property, or any part thereof, unless said property was damaged or destroyed by the negligence of Lessor.

(c) The Lessee shall not be required to maintain fire or extended coverage insurance policies on the leased premises, except as provided below. In the event the Lessee elects to carry such insurance, any recovery shall be utilized on the structure involved, and any balance will be remitted to the Lessor.

19. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this lease or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the lease be for the general benefit of such corporation or company.

20. (a) Within ninety (90) days after the effective date of termination by the Lessee or its revocation by Lessor, the Lessee shall remove, subject to 20 (b) below, its real and personal property and vacate the leased premises. The leased premises shall be returned to Lessor in good condition, normal wear and tear excepted.

(b) Any modifications, alterations, fixtures, or additional structures made by or for the Lessee and at its expense, shall remain the property of Lessee and may be removed by it at the sole option of Lessee. Nothing contained herein shall be construed to require Lessee to restore said leased premises to their original condition upon termination of said lease.

21. All notices to be given pursuant to this lease shall be addressed, if to the Lessee, to the Director, Mountain-Plains

Education & Economic Development Program, Inc., Glasgow Air Force Base, Montana 59231, and if to the Lessor, to the Base Commander, Glasgow Air Force Base, Montana 59231, or as may otherwise from time to time be directed by the parties.

22. The Lessee warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide established commercial or selling agencies maintained by the Lessee for the purpose of securing business or bona fide employees. For breach or violation of this warranty the Lessor shall have the right to annul this lease without liability or in its discretion to require the Lessee to pay, in addition to the lease rental or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

23. The Lessee will use and operate the leased property and any improvements thereon in a non-discriminatory manner as defined by applicable law and executive orders to the end that no person shall, on the ground of race, color, religion, sex or national origin, be excluded from using the facilities or obtaining the services provided thereon or otherwise be subjected to discrimination under any program or activity provided thereon. The provision of this article shall be incorporated in all subleases.

24. During the term of this lease, including any extensions, the Lessee agrees as follows:

(a) The Lessee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Lessee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termin-

ation; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Lessee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by said officer setting forth the provisions of this non-discrimination clause.

(b) The Lessee will, in all solicitations or advertisements for employees placed by or on behalf of the Lessee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(c) The Lessee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by said officer, advising the labor union or workers' representative of the Lessee's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. (This subparagraph applies to agreements affecting employees at Glasgow Air Force Base, Montana).

(d) The Lessee will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(e) The Lessee will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Lessor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and relevant orders of the Secretary of Labor.

(f) The Lessee will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations, and orders of the Secretary

of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Lessor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the Lessee's noncompliance with the non-discrimination clauses of this Lease, this lease may be canceled, terminated or suspended in whole or in part and the Lessee may be declared ineligible for further Government leases in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The Lessee will include the provisions of paragraphs (a) through (g) in every subcontract, purchase order, sublease, or license unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor, vendor, sublessee, or licensee. The Lessee will take such action with respect to any subcontract or purchase order as the Lessor may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the Lessee becomes involved in, or is threatened with, litigation with a subcontractor, vendor, sublessee, or licensee, as a result of such direction by the Lessor, the Lessee may request the United States Government to enter into such litigation to protect the interests of the United States Government.

25. This Lease, negotiated and agreed to by the representatives of the United States Air Force, Mountain-Plains Education & Economic Development Program, Inc., a non-profit Montana corporation, and the Department of Health, Education & Welfare, United States Office of Education, will be submitted for review for their respec-

tive staffs prior to final acceptance and overall approval. Amendments, additions and/or deletions to this lease will be subjected to the same approval provisions. This lease shall take affect when approved by all parties, with the intent that it should be applicable by _____, 1972, if possible. This agreement, pending final approval, will be considered a working document, provide guidance for planning an accomplishment of support arrangements between the United States Air Force, and Mountain-Plains Education & Economic Development Program, Inc.

26. This lease contains the entire agreement between the parties, and supersedes any and all other leases, contracts or agreements, whether written or oral, previously entered into between the parties.

This lease is not subject to Title 10, United States Code, Section 2662.

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the Air Force this _____ day of _____, 1972.

SECRETARY OF AIR FORCE

By: _____
Secretary of the Air Force

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 1972.

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

By: _____
President

ATTEST:

_____
Secretary

MEMORANDUM OF AGREEMENT

CONCERNING

USE OF GLASGOW AIR FORCE BASE

ARTICLE I

Purpose

A. The purpose of this Agreement is to set forth the administrative and logistical support responsibilities, and the relationships between the United States Air Force (SAC), all tenant organizations, contractors and users on Glasgow Air Force Base (GAFB).

B. To establish a Community Council, the purpose of which is to discuss matters of common concern to the GAFB community, to make decisions and take actions, if allowable under Air Force and DOD policy and terms of the bilateral agreement, and to make recommendations to the Base Commander and/or to higher headquarters of each organization. The Community Council will be composed of all Signatories of this document, and will be voting members.

C. In the event that a conflict or inconsistency arises between the terms and provisions of this Memorandum of Agreement and the bilateral support agreements between Host and Signatories, the terms and provisions of the bilateral agreements will be controlling.

ARTICLE II

Definitions

For the purpose of this Agreement, the following terms will apply:

1. HOST - the United States Air Force (SAC)

2. TENANT - any organization or person who occupies and is responsible for any real property facilities on GAFB and is liable for established, dedicated and common user costs allocated on a square footage basis.

3. CONTRACTOR - a resident organization engaged by either the Host or any Tenant to perform ~~certain~~ a continuing functions on GAFB.

4. USER - any and all other parties entering GAFB who are not otherwise defined herein. A user may be accepted in the Community Council by majority vote of the Signatories to this document.

5. BILATERAL AGREEMENT - includes, but is not limited to Inter-Service Support Agreements, Permits, Leases, and Memorandums of Understanding between Host and Tenants.

6. PREMISES - the real property described in the bilateral agreements.

7. BASE COMMANDER - the United States Air Force official, military or civilian, in immediate charge of Glasgow Air Force Base.

8. USAF SECURITY PROGRAM - the program established to secure the vital components of aircraft and associated weapons systems and essential direct support systems from enemy hostile operations and/or other forms of ground attack. The SECURITY FORCE is the HOST organization that provides protection for the USAF aircraft/weapons systems.

9. LAW ENFORCEMENT PROGRAM - the program formulated by the HOST which is designed to maintain law and order, control traffic and protect property other than combat elements located on the installation.

ARTICLE III

Facilities

A. The HOST will provide facilities to the TENANTS under the terms of appropriate bilateral agreements.

B. The HOST will provide facilities maintenance repair and support services to the TENANTS on a cost reimbursable, cost refundable basis or in accordance with bilateral agreements.

C. The following provisions apply to all Base TENANTS:

1. The HOST will maintain real property accountability for all real property facilities at Glasgow Air Force Base.

2. TENANTS may, from time to time, require facility modifications to meet their requirements. In such cases, the costs will be borne by the TENANTS and the work will be subject to the following provisions:

a. The TENANTS will submit plans for alterations to the HOST for prior review and approval.

b. The TENANTS will agree to restore all facilities modified under the provisions of this Agreement, as specified in the appropriate bilateral agreements.

c. For minor alterations, TENANTS will provide funds for the work in accordance with established DOD directives or terms of bilateral agreement. Major construction/alterations will be obtained in accordance with applicable DOD directives and will be a TENANT responsibility.

d. At the completion of construction/alterations, the TENANT will provide to the HOST a description of the completed work and the actual costs so that real property records can be properly annotated.

Material Requirements

A. Procurement

The TENANTS will be responsible for their own local procurement of services and supplies not provided by the HOST as common support.

B. Supply and Services

1. Within the HOST's capabilities, office, housekeeping, and expendable supplies will be provided to TENANTS authorized in accordance with DOD directives on a reimbursable basis, as requested. All other TENANTS will be self-supporting in this area.

2. The HOST will provide TENANT-specified aviation products, cryogenics, and ground petroleum (Mogas, diesel, heating oil, etc.) to TENANTS authorized in accordance with DOD directives, on a reimbursable basis. Mountain Plains Education & Economic Development Program, Inc. (MPEEDP) will be provided fuel oil for Military Construction Program (MCP) family housing on a reimbursable basis.

3. The HOST will provide redistribution and marketing service and mortuary service to SAFEGUARD Supply and Maintenance Center (SSMC).

4. The HOST will provide motor pool and government vehicle maintenance service, on a reimbursable basis, to HOST and qualified TENANTS.

5. Within its capability, the HOST will operate a dedicated bus service to requesting organizations, on a reimbursable basis.

6. The HOST will attempt to maintain a lease for a commercial grocery store to operate on the Base for use by ± 80 personnel.

7. The HOST will provide a base exchange cafeteria open to all military and civilian personnel. All signatories to this document reserve the right to arrange for their own vending machine services within their own facilities.

ARTICLE V

Medical/Dental Services

A. No Department of Defense hospital will be operated on G.A.F.B. However, the HOST will operate a medical aid station to provide limited outpatient medical services to Armed Forces beneficiaries only.

B. MPEEDP will attempt to negotiate and maintain contracts to provide medical care within its capabilities to the Glasgow AFB community.

1. If contractual arrangements can be made for the operation of medical/dental services on G.A.F.B., the HOST will make facilities available for this purpose on a lease basis.
2. Reimbursement for such medical/dental services will be in accordance with separate contractual agreements.

C. Medical services peculiar to HOST and TENANT organization requirements, and not available from existing resources, will be the responsibility of the HOST or TENANT organization.

Financial

A. All support, other than common service support, provided in accordance with applicable DOD directives furnished by the HOST to SSMC, or SSMC to the HOST, will be on a reimbursable basis. Funding and reimbursement arrangements for this support will be included in Inter-Service Support Agreements, (ISSA), negotiated by the Base Commander and the Chief, BMDSCOM Field Office, in accordance with applicable DOD directives.

B. All support authorized and furnished under the terms of the bilateral agreements will be reimbursed to the HOST, or refunded to the Base Operation & Maintenance (O&M) Contract, as appropriate. Funding and payment arrangements for their support will be stated in the terms of the bilateral agreements and supplementary agreements thereto.

Housing

A. Housing

1. Family, bachelor, and transient housing will be provided and administered by the HOST in accordance with applicable DOD directives, Air Force directives, and lease, contract, or support agreements. Family and bachelor housing for military personnel will be provided by the HOST without reimbursment. Housing for civilians will be furnished on an individual rental basis. Priority of assignment of unoccupied housing will be based on equivalent rank and bedroom requirements.

2. The rental rates for Capehart housing approved by DASD (I&II) Memorandum of 6 Junes 1969, extended by DASD Memorandum of 23 August 1971, and revised by Department of the Army Corps of Engineers letter MPSREAP, dated 11 Sept 1972, are applicable to all civilians. These rental rates will be subject to annual review and adjustment in accordance with the 23 August 1971 Memorandum.

3. Military Construction Program (MCP) family housing will be leased to MPEEDP on a cost reimbursable basis (including mortgage payments, if any) for students and staff. MPEEDP will be responsible for administration of such housing, including assignment and setting and collecting rents, if any.

Communications and Base Administration

A. Communications

1. The HOST will provide all common-user communications services in support of DOD TENANT activities, on a reimbursable basis, with the exception of AUTODIN service and AUTOVON access, which will be provided to DOD TENANTS at no cost. DOD directives will apply for access to AUTODIN services.

2. TENANTS and USERS, operating under DOD contracts that specify telephone service will be provided by the U.S. Government, will be provided official telephone service comparable to any other DOD tenant. Funding will be as specified in separate bilateral agreements. TENANTS and USERS, operating under DOD contracts not specifying that telephone service will be provided by the Government, will negotiate directly with the telephone company after prior coordination with the HOST.

3. Telephone service for private business enterprises, official U.S. Government and State of Montana agencies, will be provided in accordance with applicable USAF and DOD directives. The HOST will be provided a copy of all requests for telephone service.

4. DoD HOST and TENANTS will validate all requests for noncommon-user communication services unique to the TENANT activity through their respective validation channels, with prior coordination of the HOST. All other TENANTS and contractors will secure noncommon-user communication services, unique to their activity, by direct negotiations with the appropriate telephone company, after prior coordination with the HOST.

5. Telephone services for residential quarters are the responsibility of the USER.

B. Base Administration

If requested, the HOST will provide duplication services, within its capabilities, on a reimbursable bas 84 ntra-Base official mail and distribution services will be provided to predesignated points on a non-reimbursable basis. Internal distribution is the responsibility of the TENANT or contractor.

ARTICLE IX

Airfield Usage

A. Contract, charter, and owned U.S. Army mission and support aircraft may be scheduled into GAFB during normal duty hours with prior permission from the HOST in accordance with Air Force directives. Prior permission, at least 24 hours in advance, is required for transient aircraft to be supported by the HOST.

B. In accordance with AFR 55-20, HOST will make available transient aircraft maintenance service, including necessary hangar space, for emergency repair and temporary storage. Hangar use will be on a first-come, first-served basis. TENANTS, CONTRACTORS and USERS will be charged the actual cost of any services performed, and landing and storage fees will be charged in accordance with the regulations.

ARTICLE X

Safety

A. As appropriate, the HOST will conduct safety programs in support of assigned units and tenants. Each TENANT, CONTRACTOR and USER will operate its own safety program according to applicable laws or regulations, civil or military, and in addition will support the safety programs of the HOST.

B. Each SIGNATORY to this Agreement will have a representative on the Base Safety Council/Traffic Safety Coordinating Group.

ARTICLE XI

Disaster Planning

A. The HOST will provide the basic organization for disaster planning, operations and training.

B. Each TENANT will provide representative(s) if requested by the HOST for the Disaster Preparedness Planning Board and On-Scene Control Group.

ARTICLE XII

Personnel Relationships

A. No special status or privilege, legal or otherwise, accrues to USERS by virtue of this Agreement or by virtue of their authorized use of the premises. Their use is by invitation of the HOST, TENANT, or CONTRACTOR and their rights of use are governed by this Agreement, Base regulations, and organizational Charters.

B. Upon request, each TENANT, CONTRACTOR and USER will furnish the HOST a current roster of all employees and participants.

C. Each TENANT, CONTRACTOR and USER will have primary responsibility for maintaining good order and discipline concerning its personnel. Law Enforcement will be provided by the HOST. The Base Commander reserves the right, for good cause and after consultation with involved TENANTS and USERS, to eject any person from the Base and to temporarily or permanently bar him from re-entry.

D. All TENANTS, CONTRACTORS, and USERS desiring to introduce privately-owned vehicles onto GAFB will be required to comply with all laws, Base regulations, and requirements pertaining to motor vehicle registration, insurance, and operation.

E. Personal weapons, including hunting knives or other similar sharp instruments with blades or extensions more than three inches in length, and firearms of whatever description, may be introduced and possessed on the installation only in accordance with applicable Base regulations. The HOST has the primary responsibility to take such actions as may be necessary to insure strict compliance with such regulations. Each TENANT, CONTRACTOR and USER has the responsibility to assist the HOST in implementing such regulations.

F. Use of beverages with alcoholic content is permitted only in the established recreational facilities and residences, subject to Base regulations and State law.

G. Only authorized persons will be permitted access to areas restricted for military security reasons. The HOST, TENANT, CONTRACTOR and USER is responsible for security within his respective facilities and areas. The HOST will provide assistance upon request.

H. The Base Commander reserves the right, for good and justifiable reason and whenever possible after consultation with TENANTS, CONTRACTORS and USERS involved, to make regulations governing use of common facilities and family and bachelor housing. TENANTS, CONTRACTORS and USERS will cooperate with the HOST in enforcing these regulations.

ARTICLE XIII

New Tenants

A. Potential tenants on Glasgow Air Force Base will be furnished a copy of this Memorandum of Agreement as soon as practicable. An agency desiring to establish tenancy on GAFB must agree to the terms and conditions of this Memorandum to become a member of the GAFB Community Council.

B. SIGNATORIES will be notified of potential tenants within a reasonable time to insure that proposed Base locations and/or functions are compatible with those of current TENANTS.

ARTICLE XIV

Review

A. This Agreement shall be reviewed annually by all parties.

B. Special review, for good and justifiable reason, may be called by the MOST and/or TENANTS.

ARTICLE XV

Approval

A. This Agreement, negotiated and agreed to by representatives of the HOST and Current Signatory TENANTS, CONTRACTORS and USERS, will be submitted for review, through appropriate review levels, prior to final acceptance and overall approval. Amendments, additions, or deletions to this Agreement will be subjected to the same approval provisions. This Agreement shall take effect on 1 May 1975. This Agreement, pending final approval, will be considered a working document and provide guidance for planning and the accomplishment of support arrangements between HOST and SIGNATORIES.

B. The provisions of this Memorandum of Agreement will cease to apply to SIGNATORIES hereto when their tenancy on Glasgow Air Force Base terminates.

C. This Memorandum of Agreement supersedes Glasgow Air Force Base Memorandum of Agreement, dated 26 August 1974.

PROGRAM FACILITIES USAGE BY SQUARE FOOTAGE

Bldg. No.	Square Footage	
513	3,360	Occupational Preparation (Food Services)
	12,188	Subleased to Program Research Institute for Out-Patient Clinic in Health Support of Glasgow Air Force Base Community
521	9,158	Kindergarten Classroom for Early Childhood Education
526	14,346	Family Center Family Recreation
810	25,029	Career Guidance Health Education
	(8,344 - Ed. Svs.)	Home Management Education
	(12,514 - Support)	Counseling Offices
	(4,171 - Controller)	Data Center
813	2,811	Offices of Facilities, Property, and Purchasing Stores and Receiving
814	25,029	Foundation Education Communication Skills Math Skills G.E.D. Multi Media Center Drafting
816	25,029	Program Management Offices Research Services Reprographics Department Personnel Department Accounting Department Education Services Mgmt. Family Services Mgmt.
822	10,755	Occupational Preparation Bldg. Trades Program Electrical Plumbing Carpentry

PROGRAM FACILITIES USAGE BY SQUARE FOOTAGE

Bldg. No.	Square Footage	
920	9,277	Occupational Preparation Mobility & Transportation
922	3,000	Occupational Preparation Small Engine Repair
927	9,389	Warehouse/Storage
960	12,055	Occupational Preparation Business & Office Electronics Marketing & Distribution

MCP HOUSING

Support Services Non-Residential

36, 38, 39, 40, 41, & 43	Single	9,030	Early Childhood Education
45 & 48	Single	3,010	Intern Houses
47	Single & 55 R & L	4,225	Home Management
49	R & L	2,445	Community Development Offices

LEASE AGREEMENT

THIS LEASE, Made this _____ day of _____, 19____, between MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC. of Glasgow Air Force Base, Montana, hereinafter called "LESSOR", and

_____ hereinafter called "LESSEE", WITNESSETH

FOR AND IN CONSIDERATION of the payments and promises set forth herein the Parties agree as follows:

1. Lessor leases to Lessee a certain dwelling identified as _____, located at Glasgow Air Force Base, Montana, for a monthly rental rate as follows:

The monthly rental rate shall be $_____ per month.

The established rental payment stated above shall be payable bi-monthly in advance on the first (1st) day and sixteenth (16th) day of each month. Lessor may, upon application being made by Lessee, extend the time for payment of rent to the fifth (5th) and twenty-first (21st) day of any month for which such application is made. Said monthly rental rate shall be subject to change in accordance with the rental schedule adopted by Lessor from time to time, and all such changed rental rates shall become effective on the first day of the month following the date that a different rate becomes applicable to Lessee in accordance with such schedule. The schedule of rental rates adopted by Lessor from time to time is by reference made a part of this lease. All rental payments, and any other payments required hereunder to be made by Lessee to Lessor, shall be made payable to MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC. at Glasgow Air Force Base, Montana.

2. The term of this lease shall be from _____, 19____, to and including _____, 19____, unless extended or sooner terminated as herein set forth. If this lease commences on a day other than the first day of the month, or if this lease is terminated prior to the last day of the month, the monthly rental shall be prorated accordingly. This lease may be extended for such term as the parties may agree in writing. If the parties do not enter into a written extension of this lease but Lessee retains possession of the premises after the expiration of the term hereof, and pays rent which is accepted by Lessor, this lease shall be deemed extended and the terms of this lease shall be deemed to be from month to month thereafter commencing on the first day of each month and ending at midnight on the last day of each month.

3. The monthly rental rate above specified shall include, and Lessor shall furnish, natural gas and/or oil, electricity, water, sewage, and garbage and trash collection. The cost of telephone and television cable service shall be the responsibility of Lessee to pay. The monthly rental rate shall include all installed appliances on the premises as of the date of this lease. Lessor shall repair and maintain said appliances.

4. Prior to execution of this agreement the premises were inspected by Lessor and Lessee and found to be in satisfactory condition except as noted on the attached form. If Lessee discovers other deficiencies within thirty (30) days after taking occupancy of the premises, he shall within said time report the same to Lessor, and Lessor shall meet with Lessee to verify said deficiencies.

5. Lessee agrees to indemnify, save harmless, and defend Lessor and the United States Government from and against any and all claims, demands, actions, debts, liabilities, and attorney fees arising out of, or claimed on account of or in any manner predicated upon loss of or damage to the property of and injuries to or death of any and all persons which may occur by reason of the negligence of the Lessee or the negligence of his family, invitees or a guest.

6. If the premises become uninhabitable because of dilapidation, fire or other casualty, the Lessor may terminate the lease by written notice. In addition, if the premises become uninhabitable because of dilapidation, fire or other casualty through no fault or negligence of the Lessee, a member of his family, his invitee or guest, rent shall abate for such period and the Lessee may, at his option by written notice, terminate the lease.

7. The Lessee will allow any duly authorized agent of the Lessor to enter upon the premises at reasonable times and at reasonable intervals for purposes of inspection.

8. The Lessee shall not make any alterations in or to the leased premises without the prior written consent of the Lessor. Any fixtures installed by the Lessee shall be at his own expense; shall be affixed in a manner which will not damage the building; and shall be removed at the expiration of the lease unless the Lessor and Lessee agree in writing they may be abandoned in place. Lessee shall at all times preserve and maintain the leased premises in a clean and orderly condition, will water the lawn, trees and shrubs, mow the lawn, keep snow removed from all sidewalks and driveways upon the assigned premises, and, in general maintain the premises in a neat and attractive condition. Lessee shall perform minor maintenance and repairs such as, window washing, installation of storm windows, if any, replacing light bulbs, and other such minor maintenance and repairs. Lessee shall not, however, repair and maintain exhaust fans, ranges, ovens, refrigerators, dishwashers, garbage disposal units, heating units, water heaters or major plumbing deficiencies, these being the obligation of Lessor to repair and maintain, and in the event of the need of repair or maintenance on any of such items, Lessee shall promptly report the same to Lessor. Lessor will make such repairs as may be necessary to such items, but to the extent such repairs are required due to Lessee's negligence or willful acts or omissions, or the negligence or willful acts or omissions of a member of the Lessee's family, his invitees or his guests, Lessee shall reimburse Lessor for the costs thereof.

9. In the event Lessee fails to maintain the premises, lawn, trees, and shrubs, and remove the snow in the manner hereinabove set forth, Lessor may, at its option, after giving Lessee five (5) days' written notice of any such deficiency, enter upon the premises and perform any needed or desirable work, charge Lessee for the same, and Lessee shall forthwith reimburse Lessor for such charges, and Lessor may add all of such charges to the monthly rental next becoming due, and failure to pay the same shall constitute a default under this lease, in the same manner as failure to pay rent.

10. Lessor has adopted, and will adopt from time to time, rules and regulations concerning the use and occupation of the leased premises and likewise has agreed that all such rules, regulations, and rental rate schedules are by reference made a part of this lease, and Lessee agrees to comply with all of such rules and regulations as adopted and amended. Receipt of a copy of such existing rules, regulations and rental rate schedules is hereby acknowledged by Lessee. Lessor agrees to furnish Lessee with a copy of any rules, regulations and rental rate schedules adopted after date of this issue.

11. This agreement may be terminated by Lessor for nonpayment of rent, nonpayment of any other amounts charged against Lessee under the terms of this agreement, failure to obey the rules and regulations adopted by Lessor from time to time, or failure on the part of Lessee to perform any other conditions or covenants of this agreement. Lessor shall give to Lessee a notice in writing of any such default. If, within five (5) days after service of such notice, Lessee does not correct such default, Lessee shall vacate the premises. If Lessee does vacate the premises, he shall nevertheless remain liable for any such delinquent rent or other charges.

12. Either party may terminate this lease at any time but must give ten (10) days notice in writing of intention to terminate. Notice by the Lessor may be given to Lessee by the procedures referenced in the paragraph below. Prior to Lessee vacating the premises, Lessor shall inspect the premises and note any and all damage or defects occasioned by the occupancy of Lessee, and

Lessee shall be obligated to pay Lessor the reasonable cost of such items, reasonable wear and tear from ordinary use excepted.

13. NOTICES – All written notices to the Lessee under this agreement may be served upon the Lessee either by (1) delivery of said notice personally to Lessee, or (2) by mailing a copy of said notice to Lessee at his last known address by ordinary mail. All written notices to the Lessor under this agreement may be served by mailing a copy of said notice to Lessor at the following address:

Mountain-Plains Education & Economic Development Program
P. O. Box 3078
Glasgow AFB, Montana 59231

Attention: Rental Management Office

or by personally handing a copy to Rental Management Office personnel.

14. This lease may not be assigned nor may the premises be subleased without the written consent of Lessor.

15. The leased premises shall be used and occupied for living or dwelling purposes only, and shall not be employed for commercial, business, or multi-family use without Lessor's approval. Lessee will not remove from the premises any of the leased property nor change within the premises the location of any such leased property, such as appliances, except that the washer and dryer may, with authority of Lessor, be removed from the premises for purposes of repair and maintenance.

16. This agreement is subject to all of the terms and conditions of the Lease, Memorandum of Agreement and the Supplement to the Lease between the United States Air Force and the Department of Health, Education and Welfare and Mountain-Plains Education & Economic Development Program, Inc. dated September 30, 1971 and in this regard, particular reference is made to the provisions of said instruments pertaining to the termination thereof and the use and operation of the premises in a nondiscriminatory manner, which said provisions are deemed incorporated herein by reference.

17. Words used in the singular herein shall include the plural, and if this agreement is executed by two or more persons as Lessees, the obligations and liabilities hereunder shall be joint and several, and the service of any notice upon Lessee hereunder shall be deemed completed by service upon either of said Lessees.

18. Special attention is called to paragraph 7 of the Lease granting right of entry to the Government and its agents – Article X, Section C of the Memorandum of Agreement – a copy of which is herein made a part of this Lease.

ARTICLE X
PERSONNEL RELATIONSHIPS

A. No special status or privilege, legal or otherwise, accrues to civilian personnel by virtue of this agreement or by virtue of their authorized use of the premises. Their use is by invitation of the authorized Base user (host, tenant or contractor) and their rights of use are governed by agreements, including this one, between such agencies.

B. Each Base user will furnish the Host, and keep current, a roster of all personnel who will be quartered on the premises or otherwise invited to use the Base by a Base user.

C. Each Base user will have primary responsibility for maintaining good order and discipline concerning its personnel. Security service in common use areas will be provided, if at all possible, by persons authorized to enforce both the civil and criminal laws of Montana and the Base regulations. The Base Commander reserves the right for good cause and after consultation with the Commander of military units or civilian agencies of involved individuals, to eject any person from the Base and to temporarily or permanently bar them from reentry upon the premises.

D. All personnel desiring to introduce privately owned vehicles onto the premises will be required to comply with all laws, regulations, and requirements pertaining to motor vehicle registration, insurance, and operation on such premises.

E. Personal weapons, including hunting knives or other similar sharp instruments with blades or extensions more than three inches in length, and firearms of whatever description may be introduced and possessed on the installation only in accordance with applicable Base regulations. Each Base user, as well as the Host, has the responsibility to take such actions as may be necessary to insure strict compliance with such regulations.

F. Possession or use of beverages with alcoholic content is permitted only in the established recreational facilities and family residences, subject to Base regulations and State laws.

G. Only authorized persons will be permitted access to areas restricted for military security reasons.

H. The Base Commander may make regulations governing use of common facilities and family and bachelor housing. Tenants will cooperate with Host in enforcing these regulations.

I. The Base Commander, Commander SDA, and Director, MPEEDP shall form a Joint User's Council to discuss matters of common concern and make recommendations to the Base Commander, and, where appropriate, to higher headquarters of each organization.

This Lease is executed by the Parties this _____ day of _____, 19__.

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

By: _____
LESSOR

_____

_____
LESSEE

500–2/10/72–41486–4022

KEY RECEIPT

MCP HOUSING
Glasgow AFB

Mountain Plains Center

Date Issued: _____

Issued To: _____

Address: _____

Issued By: _____

Date Returned: _____

Returned By: _____

Received By: _____

APPENDIX C 3

HOUSING CONDITION INSPECTION REPORT

GLASGOW AIR FORCE BASE, MONTANA

DATE | IN | EXIT

OCCUPANT'S NAME

USAF ARMY OTHER

QUARTERS NUMBER

LEGEND

X REPLACE B BROKEN C CRACKED GLASS
M MISSING D DOOR
R REPAIR W WINDOW
P PAINT 1, 2, 3, etc. NR. REQUIRED

ITEM	BEDROOM No. 1	No. 2	No. 3	No. 4	HALL
Floor					
Walls					
Ceiling					
Wardrobe Door					
Doors					
Windows					
Blinds					
Light Fixture					
Light Switch					
Electrical Outlets					
Hall Closet					
Closet Door					
Wardrobe					

ITEM	Living Room	Dining Room
Floor		
Walls		
Ceiling		
Windows		
Blinds		
Drapes		
Light Switch		
Electrical Outlets		
Light Fixture		
Door		
Glass Door		
Fireplace		

ITEM	Garage	Breeze Way
Concrete Floor		
Walls		
Ceiling		
Light Fixture		
Light Switch		
Door		
Garage Door		

ITEM	BATHROOM Large	Small
Floor		
Walls		
Ceiling		
Door		
Windows		
Blinds		
Light Fixture		
Light Switches		
Electrical Outlets		
Ceiling Heater		
Lavatory and Cabinet		
Towel Bars		
Medicine Cabinet		
Soap Dish		
Toilet		
Paper Holder		
Bathtub		
Soap Dish		
Bathtub Enclosure		
Shower Stall		
Valves and Head		
Shower Towel Bar		
Shower Soap Dish		
Shower Door		

ITEM	Kitchen	Utility Room	Base ment
Floor			
Walls			
Ceiling			
Doors			
Windows			
Blinds			
Light Fixture			
Light Switch			
Electrical Outlets			
Sink and Cabinet			
Garbage Disposal			
Cabinets			
Dishwasher			
Refrigerator			
Stove			
Vent Hood			
Door Chimes			
Circuit Breaker			
Washer			
Water Valves			
Water Heater			
Dryer			
Furnace			
Filter			

ITEM	House Exterior
Walls	
Roof	
TV Antenna	
Exterior Paint	
Screens	
Hose Bibs	
Gas Regulator	

ITEM	GNDS
Lawn	
Lawn Edge	
Shrubs	
Trees	
Cultivation	
Sprinkler System	
Driveway	
Walks	
Fence	
Patio Slab	

REMARKS

SIGNATURE (Occupant)

SIGNATURE (Inspector)

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SIGNATURE (Base Engineer Inspector AFPR)

MOUNTAIN-PLAINS SERVICE CALLS

SOL 119

Date	Time Called In	REQUESTOR Name	Facility No.	DESCRIPTION OF WORK	Task Completed Date	Task Completed Time	REMARKS	CONTROL NO.

(REVISED 6-12-73)
(REVISED 4-13-73)
TCI-552

CIVIL ENGINEERING WORK REQUEST

PART I - WORK ORDER REQUEST

DATE:	ORGANIZATION:	SERIAL NO	W/ORDER NO

FACILITY NO	INSTALLATION	REQUESTER	TELEPHONE NO

DETAILED DESCRIPTION OF WORK (SKETCH OR DRAWING ATTACHED?) YES ☐ NO ☐

JUSTIFICATION:

PART II - COST ESTIMATE

TYPE OF WORK	EST HOURS	CLASS OF WORK			FINAL ACTUAL COST		
		M	R	MC	LABOR	MATERIALS	TOTAL
LABOR TOTAL							
MATERIALS							
INSTALLED REAL PROP							
OTHER (BURDEN)							
GRAND TOTAL							

METHOD OF ACCOMPLISHMENT
- IN-SERVICE ☐
- CONTRACT ☐
- SELF HELP ☐

COORDINATION

	C.E. MGR.	FIRE DEPT.	SAFETY	
INITIAL				
DATE				

SIGNATURE OF APPROVAL (REQUESTING ORGAN.)

RECOMMEND APPROVAL (BASE CIVIL ENG.) 99

SIGNATURE OF APPROVAL (CONTRACTING OFF.)

TCI-552

CIVIL ENGINEERING WORK ORDER

PART III – WORK ORDER

DATE	PROJECT NO	CONTRACT NO	FACILITY NAME	
1 TRAN CODE	2 WORK ORDER NO	8 COST ACCOUNT CODE	13 FACILITY NO	18 REC'G ORGAN ID CODE

WORK PLAN

21 PERF ORGAN CODE	24 ESTIMATED LABOR HOURS	31 ESTIMATED LABOR COST	38 ESTIMATED MATERIAL COST	WORK DESCRIPTION	IN-PROC INSP REQ'D
TOTAL					

DATE APPROVED	SIGNATURE (C E MGR)
DATE COMPLETED	SIGNATURE (FOREMAN)
DATE FINAL INSPECTED	SIGNATURE (INSPECTOR)

REMARKS

MOUNTAIN-PLAINS SERVICE REQUEST LOG DATE_____ NO____OF____

Call Number	Time	Req. Name	Facility Number	Description of Work	Yes	No	Performance	
							Assigned	Completed

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APPENDIX D.3

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M.C.P. HOUSING BROCHURE

Policy Guidance & Standards For Housing Facilities

FORWARD

This brochure has been published for the convenience of housing occupants of Mountain-Plains MCP Housing.

It cannot be over-emphasized that you, the occupant, are the real key to successful routine maintenance and servicing of your quarters, immediate grounds and the conservation of all utilities. If your particular situation is not covered in this manual, ask Housing Maintenance personnel for explanations or instructions.

For your information the following "emergency numbers" are to be contacted in the event you have an emergency, a problem or questions regarding your quarters.

EMERGENCY NUMBERS

Service Call Center	524-3063/3155
MCP Housing Office	524-3973
Fire (REPORT ONLY)	524-817
Security	598-2173
Service Call Center (AFTER HOURS ONLY)	598-2118

MCP HOUSING BROCHURE

POLICY GUIDANCE AND STANDARDS FOR HOUSING FACILITIES

This brochure establishes policies, procedures and standards for the servicing and maintenance of family quarters in the MCP Housing area. It is designed to acquaint personnel of MCP Housing with the services available and to define resident responsibilities in MCP Housing. It informs the tenants what the Civil Engineer does to maintain family quarters and what to do whenever emergency service is required. At the same time, it will help occupants in performing minor maintenance tasks.

Tenants disregarding items, directive in nature, contained in this Brochure and whose conduct infringes on the "rights of their neighbors" or who do not respond to proper warnings, nor show consistent desires to conform to "expected Codes of Conduct," may be required to vacate the premises in accordance with Item 5 of their Lease Agreement. Infringement of "expected Codes of Conduct" include, but are not necessarily limited to loud, boisterous or belligerent conduct, late noisy parties that interfere with a neighbor's privacy, or any other type of conduct that may be determined as not in the best interest of other MCP Housing Residents. Each tenant is responsible for maintenance of order and proper conduct of all members of his immediate household and guests.

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MOUNTAIN-PLAINS MCP HOUSING
Glasgow Air Force Base, Montana

GENERAL INFORMATION

Glasgow is located in the heart of a prosperous agricultural community, located in the center of Northeastern Montana. Glasgow is the county seat of Valley County. The city is about sixty (60) miles from the Canadian border and one hundred twenty-five (125) miles from the North Dakota state line. The city population in 1970, was 4,720 and the county population, also in 1970, was 11,038.

A major physical feature of the area is the Fort Peck Dam, located eighteen (18) miles southeast of Glasgow. The Fort Peck Reservoir behind the dam is 189 miles in length; has over 1,500 miles of shoreline and contains over 212,000 acres of water. Fort Peck Dam is the third largest earth filled dam in the world.

Glasgow AFB is eighteen (18) miles northeast of Glasgow on State Highway No. 247. Construction of the base was completed in 1962, at a cost of over 100 million dollars. It extends over 6,700 acres and is located close to the Fort Peck Indian Reservation. There are about 148 buildings in addition to family housing, dormitory/bachelor quarters. Total family housing quarters exceeds 1,200. Water for the base is piped from the Missouri River and is treated in the base water distribution system. All streets are paved. Local rail service is provided by a spur line of the Burlington Northern Railroad from Glasgow. The runway is 13,500 feet long. There are two elementary schools and one junior high school building. However, at this time, only one elementary school is in use. All on-base elementary students are provided bus transportation to and from the quarters area to the school. High school students are provided bus transportation to and from Glasgow High School by the Valley County school bus system.

TRANSPORTATION

Air Transportation is provided by Frontier Airlines: there is one daily westbound flight to Great Falls and one daily eastbound flight to Minot, North Dakota. Non-scheduled charter air service is also available at the Glasgow Municipal Airport. The Glasgow Airport is considered "international" and has U.S. Customs and Immigration Service for persons departing for or entering from Canadian cities.

Rail Transportation is provided by the Burlington Northern Railroad (AMTRAC): there is one daily eastbound train to Minneapolis and Chicago; one daily westbound train to Spokane and Seattle.

Bus service is provided by Missouri Valley Trails, Inc. with daily service to various points.

COMMUNICATIONS MEDIA

Radio Station KLTZ, 1240 KC, 1000 Watts, serves Glasgow and vicinity. Cable TV is available in both Glasgow and Glasgow AFB. Four channels are presently available on the Base with a fifth expected to be added in the near future. The Cable TV cost is currently $7.00 per month, plus a "hook up" charge. The Glasgow Courier is published weekly; contains news of events generally in Glasgow and Valley County and is sold on the base.

WEATHER

Glasgow AFB is free from smog and fog; has much sunshine, low relative humidity, occasional high winds and pronounced temperature extremes. Precipitation is light; the average rainfall is 12.17 inches with 75% normally occurring between April and September. The average snowfall is 33.8 inches with 6.9 inches averaging in January. Elevation is 2,749 feet.

RECREATIONAL FACILITIES

A base theater, bowling lanes, chapel, gymnasium, Auto Hobby Shop, Woodworking Shop, Arts and Crafts Center, U.S. Post Office and Family Services Center provide other services. A commercially operated grocery store is on the base. Snack bars are located in the Base Exchange and the Bowling Lanes.

A nine hole golf course is available at the Sunnyside Golf Club (Glasgow). Fishing, boating and swimming is available at the Fort Peck Reservoir. The Pine Recreation Camp, located twenty (20) miles upstream for Fort Peck, has adequate facilities for 100 campers; buildings include a kitchen, dining hall, permanent sleeping cabins; and is available to organized youth and adult groups.

HUNTING

The wealth of wildlife is one of Montana's greatest treasures and the Eastern area has much to offer. The prairies, rolling pine hills and badlands abound with game. Antelope, deer (both mule and white tail), Hungarian Partridge, sage grouse, pheasant, turkey, elk and rabbits flourish. A wide range of fish may be caught, including the Paddlefish, which is only found in the Missouri River Basin and China. The Montana Fish and Game Commission establishes seasons and limits. Waterfowl hunting is governed by federal regulations, issued by the U.S. Fish and Wildlife Service. The Montana Fish and Game Office is located west of Glasgow on U.S. Highway No. 2. Some licenses are available from the Desk Sergeant, Tumpane Security Office.

POINTS OF INTEREST

Visits to Canada are a simple task of driving about (60) miles to the Canadian border. Visits to Glacier National Park in the Northwestern portion of the state and Yellowstone in the Southwestern portion of the state require one day to drive. Custer Battlefield and National Monument, Bighorn Canyon and Yellowtail Dam in the Southern part of the state are also points of interest to visit. Museums, hell-bent-for-leather rodeos, real Indian celebrations, summer theaters, local fairs and unique shops are also available in the area.

I. SECTION A - Concept of Maintenance in MCP Family Housing

A. General:

1. The purpose of this manual is to assist and guide you in performing certain routine tasks in your quarters thereby conserving valuable manhours and materials. Help us serve you better by thoroughly reading this manual and keeping it where you can make ready reference to it.

2. The large number of family housing units at Glasgow AFB has necessitated a policy in the overall maintenance of these quarters. Since adequate family housing is a necessity, it becomes imperative that your home be kept in the best possible state of repair.

3. We have developed a policy to advocate the attitude of "home ownership" on the part of all occupants of government quarters. The goal is to foster this attitude of "home ownership" rather than "tenant/landlord". In keeping with this policy, any needed maintenance or repair work beyond the scope or responsibility of the "home owner" should be reported to Service Call Center, 524-3063/3155.

4. All living quarters are inspected by representatives of Facilities, Property, and Purchasing prior to entry of new tenant. Cleanliness is stressed and all items requiring repair or maintenance are duly noted and listed for accomplishment by qualified workmen. When possible, these discrepancies will be repaired during the period of vacancy.

5. Whenever a loss or damage occurs (other than fair wear and tear) which is not voluntarily corrected by the occupant, appropriate action will be taken. When warranted, financial liability will be assessed for the loss or damage resulting from gross negligence or willful misconduct. If a claim for financial liability exists, files will be retained pending settlement.

B. Occupants' Responsibilities:

1. The Service Call Center is deluged with calls pertaining to routine maintenance complaints that fall into the area of occupant responsibility. As a result, the excessive backlog of service calls delays our response to correct valid problems, causing irritation and unnecessary inconveniences. If in doubt as to your ability to correct a problem, contact the MCP Housing Office for assistance.

2. Occupants' Maintenance Duties, Page 3, outlines your responsibilities and duties. Assumption of them will greatly reduce the amount of service calls and permit the maintenance crews to serve you better.

C. Service Calls:

1. The service call function is established twenty-four (24) hours per day, seven (7) days per week to provide immediate response to urgent situations involving buildings and install equipment such as the furnace and hot water heater at MCP Housing facilities.

d. All outside maintenance of grounds consisting of mowing, watering, fertilizing, edging, policing, trimming, etc., but not including pruning and spraying of trees and similar specialized care.

2. Interior:

a. Utilize operating instructions for appliances if available.

b. Clean all installed appliances, (i.e., exhaust fans, refrigerators, ranges, washers, dryers, etc.).

c. Replace furnace filter and light bulbs.

d. Prevent overloading of electrical circuits.

e. Tighten screws on all hardware as required.

f. Clean and wax floors in accordance with instructions outlined in brochure.

g. Prevent damage to walls by placing furniture in a manner that will avoid scraping or scratching of wall surfaces.

h. Control of household pests such as ants, roaches, silverfish, bedbugs, etc., is the responsibility of the occupant. Where more extensive pest control treatment by Civil Engineering is required, the occupant will cooperate by adjusting to the Engineer's work schedule, arranging and protecting furnishings.

i. Prevent damage to window shades through misuse by children or by careless raising and lowering.

j. Notify the Service Call Center upon evidence of any condition that may be of such nature as to endanger life or cause extensive damage to Mountain-Plains property and/or personal belongings. Included in this category are such items as leaking gas, electrical difficulties other than light bulb replacement, malfunctioning equipment such as furnaces and ranges.

II. SECTION B - Utilities

A. Electrical:

1. Light bulbs and fixtures: All bulbs for quarters will be replaced by the occupant, exchanging the old bulbs for new thru MCP No. 49. On light fixtures, where the number and wattage of bulbs are specified, the wattage will not be exceeded. In no case will bulbs larger than 100 watts be installed. When a fixture accommodated more than one bulb, bulbs larger than 60 watts will not be used. To use larger bulbs will create a fire hazard.

2. Electrical laterations: No extensions, modifications, or alterations will be attempted or accomplished on the electrical system by the occupants. Hanging of any items on electrical wiring is prohibited.

2. A service call is described as URGENT if the work required must be given immediate attention, for example, loss of heat, fuel, oil or water leaks (no minor leaks), clogged plumbing, faulty electrical wiring, fire hazards, power failures, etc. An urgent service call for maintenance and repair work must be completed within two normal working days after receipt of the call. Work of this nature will be accomplsihed by one of two procedures:

    a. Radio dispatched vehicles will usually respond the same day the service call is received and is usually limited to one hour's work.

    b. If the repairs are beyond the capabilities of the maintenance technician, the call will be referred to the appropriate shop for completion under the same priority.

3. A service call is described as ROUTINE if the work required does not involve essential services or hazardous conditions and can be deferred for accomplishment after urgent service calls without loss or damage to property or hardship to the requestor. It will be accomplished by one of two methods:

    a. By specialized maintenance technicians to prevent wasted time.

    b. By inclusion in the scheduled work plan. Priority is given to the oldest calls.

D. Self-Help Projects:

1. Many occupants express a desire to perform certain work in their quarters. Permanent alteration to government quarters is not authorized. Work authorized is controlled and includes such work as installation of fences and minor painting by self-help.

2. Mountain-Plains self-help painting program for participants is coordinated with the Mountain-Plains painter. When a participant indicates a desire to paint their own unit, they are to contact E. Robinson at MCP No. 49 and their name is added to the list. The painter provides paint, equipment and instruction time as required.

3. Occupants will not perform self-help projects unless written request is approved by the Housing Office.

E. Occupant's Maintenance Duties

1. Exterior:

    a. Hammer in loose and/or protruding nails in woodwork (trim, moldings, weather stripping, etc.)

    b. Oil hinges on doors and windows. Check for windows and doors that are sticking or not otherwise functioning properly and notify Service Call Center.

    c. Remove snow from sidewalks, driveways and adjacent fire hydrants.

B. Plumbing:

1. Water leaks: Leaking faucets and/or pipes should be reported when discovered. In the event of a water pipe break or hot water heater leak, water shut off valve is located near hot water heater. DO NOT TRY TO CHANGE YOUR OWN FAUCETS.

2. Plugged drains: Plugged drains under sinks result from many causes. The unplugging is fairly simple:

   a. Use the plumber's helper.

   b. Unscrew the drain trap plug and empty into a container.

   You should make every effort to unplug the drain yourself before calling the emergency crew.

3. Commodes: Most commodes are plugged due to carelessness. Most common causes are sanitary napkins, disposable diapers, rags and large pieces of paper. Once again, every effort to clear the obstruction with the plumber's helper should be made prior to calling the service desk.

C. Heating Systems:

1. All maintenance of the heating system is the responsibility of Civil Engineering and is accomplished on a predetermined recurring basis. Cleaning of air filters is the occupants' responsibility. Tampering with thermostats or controls, other than resetting of temperature, is not authorized. Maximum thermostat setting is 75 degrees.

2. Air filters are to be cleaned monthly. A vacuum cleaner is very effective for this task. Replacement filters can be obtained thru MCP No. 49 Service Call. Requests for filters should indicate size and quantity.

3. Keep exterior and area, including floor, around furnace free of dirt, dust, rags, cardboard and papers. Items will not be stored within two feet of the furnace.

4. If the heating system becomes inoperative, first check the reset switch, located on the furnace. If this fails to restart the furnace, telephone the Service Call Center.

5. Caution: During the winter months, loss of heat over an extended period of time can result in severe damage to the quarters, water supply and distribution system. If the quarters are to be vacant for a period over forty-eight (48) hours, the tenant is required to have a trusted neighbor or friend inspect the quarters for proper operation of the heating system, or notify Housing Office at 524-3973 and leave one key.

D. Water Heater:

1. Clean exterior with water and mild detergent. Keep area free of dust, dirt and lint.

2. Adjustment of pressure relief valve or thermostat by occupant is NOT authorized. All maintenance will be performed by Civil Engineer Personnel.

III. SECTION C - Building Structures

A. Windows:

1. Most window pane and screen replacement is caused by carelessness, abuse or neglect. Tenants should strive to eliminate replacement to these causes within his quarters.

2. Windows, both inside and outside, will be cleaned; however, windows will not be cleaned outside during the period 15 October through 15 May.

3. Curtains or draperies will be hung on rods.

4. Care must be exercised in raising and lowering roll-type shades to prevent tearing.

B. Doors:

1. You should not have any difficulties with your room doors. If the hinges squeak, one drop of oil will solve the problem. Do not slam your doors; cracks around door frames are unsightly and cause unnecessary work.

2. In the event you are locked out, first strive to contact a member of your family known to have a key. If unable to do so, report to Housing Office during duty hours; after regular duty hours, call 524-3734.

C. Floors:

1. Care and upkeep of tile floors is your responsibility. Periodic application of floor wax with buffing, as required to preserve the floor finish, is the responsibility of the occupant. Only a minimum amount of water should be used to clean vinyl tile floors.

2. Instructions for stain removal on tile floors is included in this brochure.

D. Walls:

1. The use of contact type covering is not permitted. Moderate washing with a damp cloth or sponge, using luke warm water and mild detergent only, on painted walls, doors, door facings, ceilings and cabinets to remove light scuffs, stains, fingerprints, etc., is recommended.

2. Pictures may be attached to the wall with approved type hangers. The acceptable picture hanger will be small, metal, with pin type nails not over 1/16 inch diameter.

E. Cabinets and Drawers:

The repair of cabinets, drawers and other installed woodwork and metal fixtures consumes many manhours each month. Please avoid slamming and overloading drawers and affect minor repairs yourself.

IV. SECTION D - Appliances

A. Refrigerators:

1. Domestic refrigerators are designed to operate satisfactorily for many years if the user observes a few simple directions for routine maintenance. Maintenance of these appliances, other than day-to-day cleaning, is the responsibility of Civil Engineering. Occupants will not attempt any major repair of this appliance.

2. Clean interior and exterior with lukewarm soda water. Defrost when ice on freezing compartment is over 1/2 inch thick. Too much ice impairs cooling effect and causes plastic doors to break when you try to open them. Never use sharp articles such as a knife, ice pick, etc., to remove ice. Just let the ice melt.

3. Keep area behind and under refrigerator free of litter and dirt. For proper service, your refrigerator needs unobstructed air circulation around the sealed unit.

4. In the event the unit fails to operate, make sure it is properly plugged into electrical outlet and the control is in the "on" position. For normal operation, keep thermostat setting in the middle of the scale. Temperature should be at or near 43 degrees F.

B. Electric Ranges:

1. Clean exterior with water and mild detergent.

2. Keep oven and under-heating elements (burners) free of dirt, burned grease, drippings, etc. Occupants using commercial oven cleaners must insure that surfaces and elements are thoroughly washed after application. Commercial oven cleaners are highly corrosive and tend to shorten the life of the elements and oven surfaces.

3. Keep area under and behind range free of dirt, lint and dust. Clean exhaust fan grill and filter with soap and water when required.

C. Garbage Disposal:

1. Do not allow metal or wooden objects, large bones, stones, glass or fruit rinds to enter garbage disposal. These objects will cause damage to the unit.

2. In the event the unit fails to operate, push the reset button located on the bottom of the unit.

D. Washers and Dryers:

1. Washers/Dryers are furnished with each MCP unit. They must be thoroughly clean and free from lint, soap rings, and dirt. Lint screen and trap on clothes dryer will be cleaned after each day of operation by occupant.

2. Clean exterior with water and mild detergents and keep area free of lint, dust and dirt.

3. Follow operating instructions and do not overload units.

4. Remove all metal and foreign objects from clothing, curtains, etc., before washing and drying.

5. The dryer should never be operated when the exhaust hose is not in place or clogged. The exhaust hose or vent must not be allowed to accumulate lint. If the exhaust becomes clogged, it becomes a fire hazard and restricts the effectiveness of the dryer. To remove the lint, loosen hose clamps and hose and extract all lint that can be reached through the opening. Disconnect plug from electrical outlet before cleaning. A vacuum cleaner is recommended for cleaning filters and hoses.

V. SECTION E - Grounds

A. Lawns:

1. Occupants are responsible for policing area, mowing lawn one half distance to next adjacent building on all sides, seeding and fertilizing lawn when required, edging sidewalk, watering lawns and snow removal from sidewalks and driveways.

2. New lawns should be allowed to grow four inches before being cut and then not less than two inches in length. During the hot, windy season, or mid-summer, it is imperative that grass not be cut less than two inches. If it is cut shorter, excessive dying out of lawns will occur, possibly resulting in the destruction of extensive area of lawns.

3. Watering of lawn and gardens will be accomplished as necessary. Sprinklers will not be permitted to operate all night. It is recommended that lawns be saturated once every third day rather than frequent sprinkling. Do not allow water to flow into the streets.

B. Flowers and Shrubs:

1. Occupants are encouraged to plant flowers in beds along sidewalks and driveways; however, installation of temporary fences designed to protect grass and plants are unauthorized due to ground safety hazards and unsightly appearance.

2. Construction of rock gardens and any type wood or masonry device in the ground, or shrub or bush within three feet of the building is unauthorized without written approval from Housing Office and Civil Engineering.

C. Vehicle Parking:

1. Vehicles will be parked on hard surface areas only. Parking on lawns and seeded areas is prohibited.

2. Occupant is responsible for making repairs to grounds caused by vehicle abuse.

D. Fences:

1. Permissable fences are chain link fence, wood, picket fence, horizontal or basket weave, equal or random width.

2. To provide reasonable uniformity, the height at the top of the fencing must not be less than thirty-six (36) inches, nor more than forty-eight (48) inches above the ground. The fence will not extend more than thirty (30) feet from the rear of the building, exclusive of the garage. The fencing will not be attached to the building, or other permanent structures. There is no fencing authorized for the front of the quarters.

3. Specifications for each type of fence are provided for your compliance.

a. Plank Fencing

(1) Corner posts and intermediate posts will be 4" x 4" and will be set a minimum of 18" into the ground and preferable 24" deep. 4" x 4" posts will be on 6' centers.

(2) Horizontal rails will be 2" x 4" lumber. The bottom rail shall be 8" from ground and top rail will be 8" lower than the top of the corner posts.

(3) Planks will be made from 1" to 4" stock and will not be pointed. Planks will be placed evenly and will be 4" apart (a piece of 1" x 4" stock can be used as a spacing guide and will position the pickets approximately 3' 1/2" apart).

(4) Gates will be 36" wide and will be uniformly constructed to match the remainder of the fence.

(5) Painting: Fence will be painted with durable exterior white paint.

b. Chain Link Fencing:

The chain link fence will provide the most durable fence and requires the least amount of maintenance. However, it is generally the most expensive.

c. Other types of fencing:

Specifications on all other types of fences will be determined by their prospective use.

4. The occupant is responsible for the proper maintenance of the fencing. Upon termination of quarters, the occupant must remove the fencing, make necessary repairs to the ground.

VI. SECTION F - Miscellaneous

A. Insect and Rodent Control:

1. Control of ants and other household pests (e.g., roaches, silverfish, bed bugs and the like) should be reported to Housing Office. Cleanliness and eliminating the source of attraction through good housekeeping are the best preventatives. It is the occupants' responsibility to conduct any pest control that is ordinarily a part of good housekeeping, including minor spraying of insecticides or setting mouse traps.

2. The Entomology Shop will spray and fog the housing area for mosquitos during the summer months. Excessive amounts of insecticide are harmful, therefore, parents should caution their children to stay away from the workmen and equipment. When insecticides are used in a quarters, the occupant will adjust to Base Work Schedule. The occupant is responsible for arranging, rearranging and protecting his furnishings.

B. Trash and Garbage Collection:

1. Trash and garbage is picked up twice weekly by a subcontractor. If the contractor fails to pick up garbage on schedule, call the Service Call Center. Trash should always be emptied by adults and placed into the metal containers.

2. All garbage must be double wrapped before placing in cans. All trash will be placed in cans for pickup.

3. Areas around trash cans will be free of loose trash and garbage at all times. Garbage cans will be stored in the garbage racks provided.

C. TV Antenna:

TV Cable is available through commercial source for tenants use. To obtain TV Cable, call Glasgow TV Cable Company, telephone 228-8443. Installation of TV Antenna is prohibited.

D. Utilities Conservation:

It is the responsibility of each person who occupies government quarters to conserve utilities and instruct their dependents in adequate conservation measures. The following is a conservation guide for your assistance:

1. Water: Conservation practices.

   a. Report leaky or faulty plumbing promptly to Service Call center.

   b. Do not allow water to run from faucets when not required. Shut off all faucets completely - stopping all drips.

   c. When watering lawns, move sprinklers at frequent intervals to prevent over-watering.

   d. Do not allow water to run on pavement when watering lawns.

2. Electricity: Conservation practices.

   a. Turn off all lights, fans and electrical machinery when not in use.

   b. Use only the correct size light bulb for the purpose being served.

3. Heat: Conservation practices:

   a. During the heating season, close all windows, including storm windows, only keeping doors open for the minimum of time required to enter or exit the building.

   b. Do not exceed 75 degrees thermostat setting.

   c. While away from your house for a day or longer, reduce your thermostat to 60 degrees.

4. General Comments:

   The total cost for utilities results in very expensive commodities at this base. If all occupants of family housing quarters become "conservation conscious" many thousands of dollars can be saved. Remember, utilities do not come free - they come out of your rental dollars.

E. Fire Protection and Prevention:

The Base Fire Protection Organization (Fire Department) is part of the Civil Engineering function. The Civil Engineer is also the Base Fire Marshal and is responsible for fire protection and prevention. We accomplish this mission of fire prevention with the assistance of all personnel of the base. This includes hazards existent in the physical environment, negligent practices, and unsafe conditions being allowed to continue because of lack of knowledge or concern of proper fire safety standards. The purpose of this directive is to help you develop knowledge and understanding that is essential in safeguarding lives and property by: (1) The prevention of fires; (2) In the event of fire, preventing it from spreading; (3) Providing for prompt detection and extinguishment. We have listed under various subjects some of the most common causes of fires and you are directed to use them as a guide in preventing fires in your home.

1. Yard and garage hazards:

   a. Keep the yard policed of all paper and trash, keep porches/steps clear at all times.

   b. Remove all litter and waste from your garage and keep the floors clean at all times.

   c. No more than one two-gallon container of gasoline may be kept in a garage, and then only in a safety can properly identified.

   d. Open element heating devices, or gas and oil portable heaters are prohibited in garages.

   e. Garages will not be used for major repairs on automobiles, such as overhauling engines, transmissions or any type of welding process.

   f. Extreme care will be used when working on fuel systems of automobiles.

   g. The igniting of charcoal in grills by use of a charcoal starter or electric starter is prohibited within ten (10) feet of a building. The use of charcoal grills or any similar outside cooking stove within ten (10) feet of a building is prohibited. Under no circumstances will these stoves be used in garage space or on porches. At all times that such cooking is done, a garden hose will be connected to the outside faucet ready for use.

2. Housekeeping hazards:

   a. Keep the storerooms and attic free from rubbish, oily rags, old papers, mattresses, and broken furniture.

   b. Keep oil mops in a well ventilated place.

   c. Place polishing rags in a metal container with lid when you store them for future use, or dispose of them outside.

   d. Never empty ash trays in waste paper baskets or other waste receptacles. Always empty cigarette butts in a separate metal container designated for this purpose. (A coffee can with cover is ideal to use.)

   e. Make sure that the whole family has been instructed not to use gasoline, benzine, or other highly flammable liquids for cleaning clothing or floors inside the home. Use only approved type cleaning solvent for cleaning and in well-ventilated area.

   f. Oil base paint, varnish and other combustible items will be stored in approved type containers.

3. Heating and cooking hazards:

   a. Keep the furnace filters clean and be sure the furnace has plenty of air space. Do not block off any vent area.

   b. Check the furnace periodically for prominent evidence of leaks and report all deficiences noted immediately.

   c. Do not permit the children to turn on the burners or oven of the cook stove at any time.

   d. Never leave burners or oven "ON" and unattended.

   e. When you leave home, even for a short period, check all burners and oven to make sure they are turned off.

   f. Never store floor or furniture wax near the stove. Floor and furniture wax should be stored in a tightly closed can in a cool, well-ventilated place.

4. Electrical hazards:

   a. Assure that all electrical appliances and equipment are the approved type and where required, are installed by a qualified electrician.

   b. All the electrical appliances including irons, waffle irons, mixers, heaters, lamps, fans, radios, television sets, etc., should have the UL stamp of approval. This assures you of safe appliances.

   c. All irons will be equipped with heat limit controls.

   d. Extension cords will not be used as fixed wiring.

   e. Extension cords used for auto heaters will be of an approved heavy duty type.

   f. Extension cords will not be run through doorways, windows, holes in walls, ceiling, floors, under rugs or floor carpets.

   g. Multiple extension cords will not be used unless prior approval has been obtained from Civil Engineering.

   h. Electrical Wiring and conduits will not be used as hangers for clothes or any other items.

   i. Light bulbs in excess of the manufacturer of UL recommendation will not be used in any fixture.

   j. Alterations to electric receptacles or fixtures will not be permitted.

5. Matches and careless smoking hazards:

   a. Be sure to keep matches and lighters away from any source of heat and out of the reach of children.

   b. When emptying ash trays, be sure that all cigarettes, pipes, cigars and matches are out before you dispose of them.

   c. All rooms should be provided with plenty of ash trays (deep type) where smoking is permitted.

   d. All members of the family will be instructed not to smoke in bed.

6. What to do in case of fire:

   a. Be sure you know the number to call from your home telephone to report a fire. This fire emergency number 524-3333 is on the front cover of the Base Telephone Directory. Memorize it!

   b. Know how to report a fire. Give the exact location, type of fire - such as the house, car, grass, etc, - and wait on the line until the Fire Department clearly understands you. All fires will be reported immediately whether or not they can be or have been extinguished without the aid of the Fire Department.

   c. The very first thing to do in case of fire is to evacuate the home in accordance with your Pre-Fire Plan, then call the Fire Department. While they are responding, you may try to extinguish the fire if the circumstances permit. Your garden hose may be used for this purpose. Under no circumstances should water be used on electrical fires.

   d. Occupants not having telephones will check their area to locate nearest phone to use in case of emergency.

7. Decorations:

   a. Combustible decorative materials, such as streamers, scenery, cotton, etc., must be flame-proofed before using.

   b. Candles may be used on special occasions, such as special dinners, and during light failure. Special caution will be exercised during the time of use and at no time will candles be left unattended.

8. Blow torches:

   The use of blow torches and/or improvised open flame appliances by occupants is prohibited in quarters.

9. Responsibility of the occupant:

   a. All fires will be reported, regardless of size and nature.

   b. Blocking or taping of apartment doors for winterization is not permitted.

   c. Leaving small children at home alone is inviting tragedy and will not be permitted.

   d. All babysitters will be instructed on what to do in case of fire. Make sure they understand all the instructions before you leave your children.

   e. Keep hallways and landings clear of all obstacles and trash.

   f. Each person who occupies government-owned housing will be assigned as Fire Warden in his residence and will be responsible to the Area Fire Marshal for all Fire Prevention matters and will strictly enforce all standards as outlined above.

F. Winterizing:

The following information is published to aid and assist you in preparing for the winter months. All items indicated below should be accomplished by occupants before October 1st each year:

1. Clean out all flower gardens immediately after the first frost.

2. Store all hoses, rakes, garden spades and sprinklers for the winter months.

3. Remove and replace all screens with storm windows and doors, if required.

4. Check condition of all air filters in vent fans and furnaces. Activate thermostat and allow furnace to run until blower comes on to insure that furnace is operational.

5. Insure that stakes and cords attached to shrubbery and trees are secure to protect same during winter months.

6. Power lawn mowers and other fuel driven devices will be drained of fuel before storing for the winter.

G. Boats and Campers:

1. It is the tenants responsibility to store and secure all boats and campers.

2. Parking of boats, trailers, camping trailers, etc., is authorized in garages, parking areas, driveways, or adjacent to the garages. They may not be parked in streets, or on lawns in front or behind houses. Damage to any property and lawns will be repaired by the responsible individual.

H. Mountain-Plains Furniture:

If you have Mountain-Plains furniture assigned to you, it must be accounted for before the final termination inspection.

I. Control of Pets:

All owners of pets residing in MCP Housing are responsible for insuring that their pets are either leashed, contained or under direct supervision at all times.

MCP HOUSING BROCHURE
Part Two

I. SECTION A - Termination and Cleaning of Quarters

Cleaning Instructions Prior to Termination

A. There will be a final inspection of each assigned unit before final termination will be completed. This inspection will be in the presence of Mountain-Plains inspector and tenant.

B. To assist and expedite in preparing quarters for inspection, the following criteria is the minimum acceptable.

	CONDITION STANDARD
Building Interior (Except Kitchens and Bathrooms)	All scuffs, pencil marks, crayon marks, stains, etc., will be removed from walls, doors, closets, kitchen cabinets, cupboards and other interior woodwork by using detergent. If dirt, finger marks or other scuffs are not excessive or ground into the paint, plain warm water and a sponge will clean sufficiently. Do not use steel wool, abrasives and strong detergents, either liquid or powder.
Floors	All floors are to be cleaned.
Closets, Cupboards and Shelves	Clothes closets, drawers, cupboards and shelves will be cleaned. All paper, trimmings, etc., will be removed.
Bathrooms	Lavatories, commodes, showers, bathtubs, glass enclosures, medicine cabinets will be cleaned. Walls will be free from all stains and cleaned. Floors will be wet mopped and cleaned.
Kitchens	Ceiling, walls, kitchen cabinets, sinks, counter tops and other interior areas will be free from all grease and cleaned.
Light Fixtures	Will be cleaned.
Windows	All windows throughout the unit will be cleaned, including outside, weather permitting.
Appliances Clothes Washing Machine Refrigerator Kitchen Stove Clothes Dryer Exhaust Vent Water Heater Warm Air Heater	All appliances will be cleaned, interior and exterior, removing stains, food particles, grease, etc. Use standard cleaners. For kitchen range use grease remover solution, being careful not to spill on floor. When cleaned, polish exteriors with dry, soft cloth. Clean all dirt, dust, grease, etc., from underneath, behind and around appliances. This is particularly important in the case of the kitchen stove to prevent fire hazards developing from accumulation of grease. Do not attempt to disconnect stove or other appliances yourself. Turn water outlets off on clothes washing machine. Remove lint from clothes dryer. Clean exterior and interior of all grease stains. Remove wire filters from exhaust vents and clean by soaking in hot water and detergent. Dry and replace. Clean exterior of hot water heater and floor underneath. Remove all dust from heater exterior.

Furniture Cleaning	Cloth covered furniture will be vacuumed. Do not launder cushions. All vinyl and plastic furniture will be wiped with a soft, damp cloth. Use water. Do not use house-hold cleansers (such as Comet, etc.) or scouring pads. All dresser drawers will be emptied. Wood furniture will be dusted.
Building Exterior Structure, Grounds, Lawns, Flower Beds, Shrubs and Trees	Clean all exterior doors, including garage. Remove stains, smudges, dirt, mud, etc. Lawn will be cut before inspection. Flower beds will be neat.
General	Clean garage floor and driveway, either by washing with water or sweeping. Pick up all paper, trash, debris, etc., from entire quarters interior and exterior and place in garbage can. Close and secure all windows and doors prior to turning keys over to Mountain-Plains Inspector.

STAIN REMOVAL INFORMATION

STAIN	ON WOOD	ON LINOLEUM	ON ASPHALT TILE
BLOOD	Rub with cloth dampened in clear cold water. If stain persists, dampen cloth with ammonia.	Same as for wood.	Same as for wood.
GREASE/ OIL	Pour small amount of kerosene on spot, using necessary precautions to prevent fire. Permit to soak for a short time. Wipe dry with a clean cloth. Wash with all-purpose synthetic detergent solution. Rinse and dry.	Scrub with warm all-purpose synthetic detergent solution.	Same as for linoleum.
INK	Apply solution of one part oxalic acid crystals to nine parts warm water. Permit to stand until dry. Mop with clear water.	Use warm all-purpose synthetic detergent solution. If stain persists, mix two tablespoons sodium perborate in pint of hot water. Mix whiting to form paste. Apply to spot and let dry.	Same as for linoleum.
IODINE or MERCURO-CHROME	Apply alcohol and rub with clean cloth.	Same as for wood.	Warm neutral soap solution.
PAINT	Use oxalic acid solution, or one pound trisodium phosphate in one gallon warm water.	Rub with No. 0 steel wool dipped in turpentine. Wash with all-purpose detergent solution and rinse.	Rub with steel wool and all-purpose synthetic detergent solution. If area is large, use steel wool on buffing machine.

STAIN	ON VINYL	ON MARBLE, TERRAZZO OR OXYCHOLORIDE CEMENT	ON CONCRETE
BLOOD	Same as for wood.	Rub with cloth dampened in clear cold water. Bleach with peroxide, if stain persists.	Same as for marble.

Stain Removal Information (continued)

STAIN	ON VINYL	ON MARBLE, TERRAZZO OR OXYCHOLORIDE CEMENT	ON CONCRETE
GREASE/ OIL	Same as for wood.	Pour solvent on spot cover with Fuller's earth and let stand for several hours. Repeat, if necessary.	Pour alcohol on spot. Rub on spot. Rub with clean cloth.
INK	Wash with all-purpose synthetic detergent. Rinse, then dry. If stain persists, rub with cloth dampened with ammonia.	Same as for linoleum.	Same as for linoleum.
IODINE or MERCURO-CHROME	Wash with all-purpose synthetic detergent. Rinse then dry. If stain persists, scrub with scrubbing powder and warm water.	Apply alcohol and cover with Fuller's earth.	Apply alcohol and rub with clean cloth.
PAINT	Rub with No. 0 steel wool dipped in turpentine.	Rub with No. 0 steel wool dipped in turpentine.	Scrub with one pound trisodium phosphate in one gallon hot water. Rinse with clear water.
RUST	Same as for linoleum.	Horizontal Surfaces: To 3/4 gallon watter, add 1.9 pounds sodium citrate and one pound sodium hydrosulfite. Add enough water to make a gallon solution. Cover stain with solution and let stand one-half hour. Absorb with cloth by rubbing. Rinse with clear water. Vertical Surfaces: Make paste with whiting and three ounces sodium citrate and three ounces sodium hydrosulfite. Apply with putty knife and allow to remain one hour. Wash with sodium citrate.	Dissolve one part sodium citrate in six parts water. Mix with equal parts of glycerin. Make a paste with whiting and apply to stain. For bad stains, wash with sodium citrate solution 1-6 parts, add pad soaked in sodium hydrosulfite for 10-15 minutes. Wash thoroughly with water.